21 ORDERING CHANNELS/COST CODING

All agencies have designated ordering procedures for incident and wildland fire support and services. These established ordering channels provide for: rapid movement of requests, agency review, efficient utilization of resources and cost effectiveness.

21.1 GEOGRAPHIC AREA COORDINATION CENTERS (GACCs)

The GACCs act as focal points for internal and external requests not filled at the local level. GACCs are located in the following areas:

EASTERN -- St. Paul, Minnesota:

Connecticut, Delaware, Illinois, Indiana, Iowa, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, West Virginia and Wisconsin.

SOUTHERN -- Atlanta, Georgia:

Alabama, Arkansas, District of Columbia, east Texas (plus Texas State Forest Service in west Texas), Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Virginia, Puerto Rico, and the Virgin Islands.

SOUTHWEST -- Albuquerque, New Mexico:

Arizona, New Mexico, and west Texas (west of the 100th meridian).

ROCKY MOUNTAIN -- Lakewood, Colorado:

Colorado, Kansas, eastern Wyoming, Nebraska, and South Dakota.

NORTHERN ROCKIES -- Missoula, Montana:

Montana, North Dakota, and northern Idaho.

ALASKA –Fort Wainwright, Alaska:

Alaska.

NORTHWEST -- Portland, Oregon:

Oregon and Washington.

NORTHERN CALIFORNIA OPERATIONS -- Redding, California:

Northern California and Hawaii

SOUTHERN CALIFORNIA OPERATIONS -- Riverside, California:

Southern California, and USA Pacific Islands.

EASTERN GREAT BASIN -- Salt Lake City, Utah:

Southern Idaho, western Wyoming, and Utah.

WESTERN GREAT BASIN -- Reno, Nevada:

Nevada.

21.2 ORDERING PROCEDURES

Orders as the result of an incident, preparedness, severity, wildland and prescribed fire, will follow the established ordering channel displayed below.

At the point in this flow when an order can be filled, reverse the process to insure proper notification back to the incident or requesting office. Local agency dispatch offices should use mutual aid agreements with cooperators whenever possible.

INCIDENT
|
DISPATCH CENTER
|
GEOGRAPHIC AREA COORDINATION CENTER
|
NATIONAL INTERAGENCY COORDINATION CENTER
|
GEOGRAPHIC AREA COORDINATION CENTER
|
DISPATCH CENTER
|
SENDING AGENCY

21.2.1 SUPPORT TO BORDER FIRES

Border fires are defined as a wildfire that has crossed the boundary from one Geographic Area into another or where the fire is expected to cross the boundary within two burning periods.

Whereas both Geographic Areas have a vested interest and authority to provide resource support to the incident, they may order directly from each other in support of the incident. The following protocols apply:

A. A single ordering point will be designated to ensure proper assignment and demobilization of resources. The incident will remain with the originating unit for situation reporting and prioritization.

B. The dispatch organization designated as the single ordering point may place orders to either GACC using established ordering channels, however only the GACC of the originating unit expanded dispatch is authorized to place orders with NICC.

C. Prior to initiating border fire support operations, concurrence and agreement must occur between the two GACCs and NICC. In order to maintain effective coordination and ensure that the appropriate resources are mobilized, daily conference calls will be conducted between both GACCs and the expanded dispatch organization for the duration of the incident.

21.2.2 MOBILIZATION AND DEMOBILIZATION INFORMATION

Electronic mail procedures will be used by all dispatch offices. All resource information, including travel will be relayed electronically through the Resource Order Status System (ROSS).

All times (ETA and ETD) are in local time zones.

A Cache Shipping Status form will be used by caches to relay shipping information for supplies. For example, radio requests filled by the National Incident Radio Support Cache.

Travel information for resources mobilizing to and demobilizing from an incident will be transmitted by creating a travel itinerary in ROSS. Travel legs will reflect the mode of travel, carrier (with flight numbers), departure location, date and time, and arrival location, date and time.

21.3 NON-INCIDENT RELATED ORDERING

Resource acquisition not related to an incident, preparedness, severity, wildland or prescribed fire may also follow these ordering procedures. The use of appropriate cost coding procedures is required. Procedures for National Interagency Support Cache ordering are in Chapter 20, Section 23.3 of this guide.

21.4 COST CODING

All fire suppression orders are to have an interagency FireCode assigned by the ordering office. (Information on the interagency FireCode can be found at: http://www.nifc.gov/news/firecode/userguide/guide_toc.html). Orders processed through NICC must have at least one of the following federal agency cost codes assigned by the ordering office.

21.4.1 Bureau of Land Management wildland fire management cost coding is divided into ten activities:

1.	Wildland Fire Preparedness	2810
2.	Fire Deferred Maintenance & Capital Improvement	2813
3.	Suppression Operations	2821
4.	Emergency Stabilization	2822
5.	Hazardous Fuels Reduction	2823
6.	Wildland Urban Interface	2824

7.	Fire Program Reimbursement	2830
8.	Rural Fire Assistance	2860
9.	Burned Area Rehabilitation	2881
10.	Joint Fire Science Program	2891

The use of 2813, 2821, 2822, 2823, 2824, 2830, and 2881 requires a project code. The interagency FireCode Program will be used to generate a four character project code for fire suppression activity.

21.4.2 Bureau of Indian Affairs wildland fire management funding has six activities. Each activity has sub-activities with their respective cost code structures:

1.	<u>Wildland Fire Preparedness</u>		
	Wildland Fire Preparedness	92100	92100
	Preparedness	92120	92120P
	Program Management	92121	
	Readiness	92122	
	Interagency Fair Share	92130	92130P
	Program Management	92131	
	National Programs	92140	92140P
	Program Management	92141	
	Fire - Construction in Progress (CIP)	92150	92150R
2.	<u>Emergency Operations</u>		
	Emergency Suppression	92300	92300
	Suppression	92310	92310R
	Emergency Stabilization	92320	92320
	Severity	92350	92350R
3.	<u>Hazardous Fuels Reduction – Non WUI</u>		
	Hazard Fuels Reduction – Non-WUI	92600	92600R
	Hazard Fuels Reduction – Fire Use	92630	92630R
	Hazard Fuels Reduction – Mechanical	92640	92640R
4.	<u>Burned Area Rehabilitation</u>		
	Burned Area Rehabilitation	92B00	92B00R
	Rehabilitation	92B20	92B20R
5.	<u>Rural Fire Assistance</u>		
	Rural Fire Assistance	92R00	92R00R
6.	<u>Hazardous Fuels Reduction – WUI</u>		
	Wildland Urban Interface	92W00	92W00R

The sub-activity, Fire - Construction In Progress (92150R) requires approval by the BIA Fire Management Office at NIFC. The job code is mandatory as it tracks costs for approved projects. All sub-activities, with the exception of Operations (92310R), require funding approval by the BIA Fire Management Office at NIFC. Job codes are mandatory as they track costs for approved projects within these sub-activities. These are noted above with a R after the program code. The sub-activity, Severity (92350R) will be considered on an interagency basis.

21.4.3 The National Park Service wildland fire management cost coding is divided into seven activities and 25 sub-activities.

1.	Wildland Fire Preparedness	8500
	Readiness	P11
	Facilities, Construction and Maintenance	P12
	Research and Technology	P13
	Fire Plans	P14
2.	Fire Suppression Operations	8530
	Suppression	E11
	Fire Use	E12
	Emergency Stabilization	E13
3.	Burned Area Rehabilitation	8540
	Burned Area Rehabilitation	B11
	Burned Area Monitoring	B14
4.	Hazardous Fuels Reduction Non-WUI	8550
	Fuels Management	H11
	Hazardous Fuels Projects - Prescribed Fire	H12
	Hazardous Fuels Compliance	H13
	Fire Effects	H14
	Hazardous Fuels Projects – Mechanical	W22
	Hazardous Fuels Projects – Other	W32
5.	Wildland Urban Interface	8560
	Wildland Urban Interface Management	W11
	Wildland Urban Interface Projects – Prescribed Fire	W12
	Wildland Urban Interface Compliance	W13
	Wildland Urban Interface Monitoring	W14
	Wildland Urban Interface Projects – Mechanical	W22
	Wildland Urban Interface Projects – Other	W32
6.	Rural Fire Assistance	8570
	Rural Fire Assistance	R11

7.	Fire Protection Assistance	8520
	National Income Account	F11
	Expenditure Account - Preparedness	F12
	Expenditure Account - Operations	F13

The interagency FireCode Program will be used to generate a four character project code for fire suppression activity.

21.4.4 Fish and Wildlife Service wildland fire management cost coding is divided into seven activities.

1.	Preparedness	9131
2.	Suppression Operations	9141
3	Emergency Stabilization	9142
4.	Emergency Rehabilitation	9262
5.	Hazardous Fuels Reduction Operations	9263
6.	Wildland Urban Interface Projects	9264
7.	Rural Fire Assistance	9265

All cost codes require a five-digit organization code. The interagency FireCode will be used with the 9141 sub-activity. The use of 9262, 9263, 9264, and 9265 sub-activities requires a project number.

21.4.5 Forest Service wildland fire management cost coding falls under seven activities. The interagency FireCode Program will be used to generate a four character code that will be used to track and compile costs. NIFC will add the appropriate preceding 2 characters and input into the financial system.

1. "P" codes represent wildland fires.

2. "G" codes represent wildland fire use for resource benefits.

3. "B" codes represent base time for preparedness funded resources that support the suppression.

4. "T" codes represent prescribed fires.

5. "S" codes represent severity requests. Four national standard codes have been established to track interagency severity assists. "S" codes have been established in each region to represent all other severity authorizations.

6. "F" codes indicate FEMA supported incidents. A "F" code will be assigned by the Forest Service Regional Office that is within the affected FEMA Region. All units providing support will use the "F" code assigned for all charges by the ordering office. Under the Federal Response Plan, overtime,

travel, and per diem are reimbursable. Base salary costs are not reimbursed in most cases (see Chapter 10, Section 12.1.1).

7. "R" codes are not to be used on resource orders. They are used only for billing purposes with the Forest Service.

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22 OVERHEAD/CREWS

Personnel must be requested by the description found in the NWCG Fireline Handbook (PMS 410-1) and the Wildland and Prescribed Fire Qualification Subsystem Guide (PMS 310-1). All requests will be in one of these categories: C - organized crews, O - overhead and IA - initial attack smokejumpers.

22.1 MOBILIZATION

Units filling requests for personnel are responsible for ensuring **ALL** performance criteria are met. Trainees can only be sent after approval by the receiving unit via established ordering channels. The sending unit must designate a Chief-of-Party/Flight Manager (for Chief-of-Party/Flight Manager responsibilities, see Chapter 60, Section 67) when two or more personnel travel together to the same incident via non-commercial air transport.

NICC will not accept requests for clerical, driver or laborer positions. It is not cost effective to hire and transport such personnel when they are normally available from local sources.

Name requests for suppression orders should be rare and will only be accepted for highly specialized positions or to meet specific agency objectives. The ordering unit must confirm availability for the individual being requested prior to placing the request. All name requests not filled by the sending unit will be returned to the requesting unit by NICC as UTF.

Severity requests often involve strategic movement of resources from areas with lower fire potential. In these cases, name requests are appropriate and are typically directed by agency managers. FEMA and other non-fire incidents often involve extended lengths of assignment and specific skills that are critical to the success of the mission. Name requests for these assignments are acceptable.

Unless specified “agency only”, ADs and private contractors will be accepted.

22.2 DEMOBILIZATION

Emphasis will be placed on having personnel home no later than 2200 hours local time during demobilization. Occasionally, the availability of large transport aircraft will dictate time frames during demobilization.

22.3 CREWS

Crews will be ordered by type. Four types exist for National or Interagency assignments. They are Type 1, Type 2, Type 2 with initial attack capability, and Type 3. Refer to Chapter 60, Section 62.2 for minimum crew standards for national mobilization.

When mobilizing crews within local and Geographic Areas, National Contract Crews may be ordered after agency and agency cooperator resources are mobilized, but before Emergency Equipment Rental Agreement resources (EERAs). Each Host Unit Dispatch Center (HUDC) must give dispatch preference to their assigned National Contract Crew

resources over EERA resources. These procedures can be waived in initial attack situations in order to dispatch the closest forces assuming the National Contract Crews cannot meet requested date/time. Geographic Areas should utilize internal crew capability (agency, cooperator, National Contract, EERA) prior to requesting crews from another Geographic Area. National Contract Engines will not be factored into HUDC or GACC drawdown levels, held in reserve, or for contingency, unless they are in paid, standby status. All HUDCs will report status to GACCs on a daily basis.

Type 1: Crews meet or exceed standards in the 410-1 Fireline Handbook. Interagency Hotshot Crews (IHC) are a Type 1 crew that exceeds the Type 1 standards as set forth in the 410-1 Fireline Handbook. IHCs require appropriate agency or state sponsorship and recommendation by their respective Geographic Area Coordinating Group for inclusion into the National Interagency Mobilization Guide. NICC will maintain a current roster of IHCs, but will not recognize internal Geographic Area rotations of these crews. NICC will mobilize all crews based primarily upon timeliness and cost effectiveness.

Type 1 crews attempting to transport chain saws on other than NIFC contract jets should always be prepared to ship their chain saws via an alternative method should loading be refused. Type 1 crews normally come equipped with hand tools. There may be occasions when transported by air that they do not have hand tools. If tools are needed, tools should be ordered separately as a supply item.

When Type 1 crews are transported by aircraft, the receiving unit should be prepared to provide the following:

- -- Crew transportation
- -- Vehicle to transport saws, fuel and hand tools separate from crew transportation
- -- Fire equipment (minimum 2 cases of fuses)
- -- Chain saws (4 kits)
- -- Saw fuel (10 gallons unmixed)
- -- Bar oil (5 gallons)

Type 2 and 3: Type 2 crews will be ordered as T2 or T2IA. T2IA crews can be split into squads to conduct initial attack, fireline construction and firing operations.

Type 2 and 3 crews ordered through NICC **DO NOT** come with hand tools when transported by air. If tools are needed, they should be ordered separately as supply items.

Units sending Type 2 and 3 crews will determine the ratio of crews to Crew Representatives (CREP) needed for a given assignment. Depending on the assignment, ratios of 1:1 to 1:4 may be appropriate. CREPs are assigned, among other things, to redeem authorities that AD employees cannot legally perform. They also have the responsibility to inform the sending dispatch organization of personnel injuries or emergencies. [These responsibilities can be met by an Interagency Resource Representative (IARR) as well]. CREPs assigned to Type 2 and 3 crews will remain with their crew(s) from dispatch until released at their home unit. CREPs are not required for agency regular crews.

All equipment will be inspected and weighed at time of mobilization to ensure adherence to safe transportation procedures.

All crew personnel mobilized and demobilized outside the local unit through NICC will be identified on a Manifest Form. Crew Supervisors or CREPs will maintain a minimum of four accurate copies of this form at all times. Crew weights will be separate from baggage and equipment weights on manifests. The Crew Supervisor or CREP will ensure compliance with weight limitations (see Chapter 10, Section 13.8).

Anytime a Geographic Area or state has committed four or more crews, IARRs can be sent by the sending unit or the receiving unit can request them. It is the responsibility of the IARRs sending GACC to mobilize, demobilize and ensure proper notification to the receiving GACC. IARRs mobilized to incident assignments away from their home unit should have the ability to be fiscally self-sufficient. If the resource is not self-sufficient, the receiving unit must be notified in advance so they can be prepared to support them.

Standard crew size is 20 persons maximum and 18 persons minimum (including Crew Boss, Crew Representatives and trainees).

22.4 SMOKEJUMPERS

For booster or pre-positioning requests, smokejumpers are ordered individually using "O" requests and may be ordered by specific delivery system (round or ramair parachutes). When smokejumpers are needed jump-ready for initial attack with aircraft, the request type is "IA Load" on an Overhead order or initial attack smokejumper request form. IA requests are not delivery system specific. As soon as the load is confirmed, the sending unit will forward a manifest through established ordering channels to the receiving unit. IA smokejumpers will be tracked through demobilization using the manifest provided. The following information will be included when filling orders: the three letter airport identifier of the "hiring" home base, last name, first name, and demobilization point. Example: S52 – Dickenson, Steve. Dispatch offices processing smokejumper requests will keep those requests open through demobilization.

Smokejumpers held as boosters after release from the first IA assignment will be placed on an Overhead order using individual "O" requests. Smokejumpers recovered and mobilized to another assignment, internally or across Geographic Area boundaries, will also be placed on an Overhead order.

Aircraft delivering IA smokejumpers will return to the sending base before the end of the pilots' daily flight or duty limitations. Any intent or necessity to retain the aircraft will be negotiated with NICC and the sending GACC. If the aircraft is retained past the first operational period it will be placed on an aircraft request through established ordering channels.

Smokejumpers are national resources. Their primary mission is initial attack. Concurrence with NICC must be obtained prior to configuring them as a crew or for use in extended attack. Smokejumpers that have been trained and assembled from the same base may be assigned as Type 1 Smokejumper Crews. NICC must be notified when 50% of the smokejumpers have been mobilized internally by the Geographic Area. Geographic Areas will inform NICC prior to the establishment of spike bases.

The following will be automatically included as standard items for each reinforcement smokejumper:

-- Two main parachutes (BLM or FS)
-- Rigging kit (for booster load)
-- Smokejumper gear
-- Firefighting gear

When a booster load of smokejumpers is ordered to a base managed by a different agency, a spotter must be ordered to accompany the load, unless a spotter from the sending agency is already on site at the requesting base.

Any additional requirements or equipment should be requested at the time of ordering. Booster smokejumpers **DO NOT** come with smokejumper aircraft. Aircraft must be ordered separately if needed.

22.5 HELICOPTER MODULE

Call When Needed (CWN) helicopters will be managed by qualified managers and/or modules. (Managers must be qualified as a Helicopter Manager Call When Needed (HCWN).

TYPE 1 LIMITED:	Manager only
TYPE 1 STANDARD:	Manager and four crewmembers
TYPE 2 STANDARD:	Manager and three crewmembers
TYPE 2 LIMITED:	Manager only
TYPE 3 & 4:	Manager and two crewmembers

Units requesting modules will do so using an Overhead (O) request for each position. Module requests should be coordinated with anticipated helicopter delivery.

Ordering a module for a CWN helicopter is not automatic. Ordering offices should attempt to fill internally first.

If the intended use is for initial attack the HCWN request must specify a fitness level of arduous. Any other qualification requirements (ICT4, etc.) must also be specified.

When CWN personnel/modules are required to arrive with module specific equipment (flight helmets, radios, etc.) it must be specified at time of request.

22.6 COMMUNICATIONS COORDINATOR

A Communications Coordinator must be assigned when a second 4390 Starter System is assigned to any incident within a 100 air mile radius of the first assigned 4390 Starter System.

It is important that this position be ordered as early as possible to alleviate the possibility of frequency conflicts during multi-incident situations.

A Communications Coordinator shall manage the allocation of communication resources including the assignment of frequencies to individual incidents involved in the multi-incident complex.

22.7 INCIDENT METEOROLOGIST

IMETs are requested on Overhead orders. When National Weather Service (NWS) Forecast Offices are unable to provide an incident meteorologist (IMET) located within their local fire weather district, the Geographic Area will place the request with NICC. NICC places the request(s) with the NWS in Boise. If the IMET assigned is within the requesting Geographic Area, NICC will provide that information to the GACC, the request will not be filled by NICC. If the IMET is located in another area, the request will be forwarded by NICC to the sending GACC. When the NWS cannot provide transportation, the sending GACC is responsible for transporting NWS personnel and equipment to and from incidents.

In most cases, the IMET will bring communication equipment known as the All-hazards Meteorological Response System (AMRS.) This unit is boxed in a shipping case that weighs 122 lbs. and is 13.8 cubic feet.

Whenever a Geographic Area mobilizes a National Type 1 Incident Management Team, the Area will provide or order an Incident Meteorologist (IMET) that will be assigned to the team. Certain situations could develop where an IMET is not needed for each incident, such as when two or more incidents are in close proximity to each other. In these cases, one or more IMETs could be shared by the incidents. Incident Commanders must ensure sufficient weather information is available to ensure safety and minimize the risk to incident personnel.

22.8 CACHE SUPPORT POSITIONS

These positions are available to assist fire caches during periods of high activity or when shortages of locally trained personnel hinder cache operations.

22.9 INCIDENT MANAGEMENT TEAMS

Teams will be ordered by type. Two types exist for national or interagency assignments. They are National Type 1 Interagency Management Teams and Type 2 Geographic Area Teams. Orders for teams will require a request number for each team member. National Type 1 Teams will be mobilized according to the national call-out procedures and rotation. Type 2 Teams will be mobilized by specific Geographic Area policy. Type 2 Teams requested through NICC will be configured according to Chapter 60, Section 68.2.

The primary mission of these teams is for wildland fire incident management. Non-wildland fire incident management assignments on federal wildland agency managed lands may occur under the following guidelines:

A. Planned events should be managed internally by the respective agency.
B. Base eight salary (except when supporting FEMA), overtime, travel, and per diem will be paid by the receiving agency.

C. The planned length of assignment should not exceed 14 days without negotiated approval.

Federal Emergency Management Agency (FEMA) mobilization under the Federal Response Plan (FRP) will be accomplished using the national call-out procedures (see Chapter 10, Section 12.1.1 for further guidance on FRP procedures).

National Type 1 Team Rotation Procedures:

A. National Type 1 Teams remain on call for a maximum of seven days.

B. At the time (clock hour and day of week) a team from the national rotation is mobilized, the next Geographic Area in rotation will be notified and placed in two hour call status and will remain in call status for the next seven days. The next two Geographic Areas in rotation will also be notified of the schedule change. Geographic Areas unable to provide a team for a national assignment will not be considered until the Area comes into the third position again.

C. Geographic Areas with more than one team may decide which "eligible" team responds to a national call. Geographic Areas must pass if no "eligible" team can meet the two-hour call.

D. Teams will be considered "ineligible" for national assignment if the primary Incident Commander is unavailable or it is necessary to have more than two substitutes to fill Command/General Staff positions. The Deputy Incident Commander may be allowed to take the team with GMAC approval.

E. Once a team has actually been committed to an incident, either internally or nationally, it will remain ineligible for national assignment until all teams have had an assignment. Once all teams have had an assignment the rotation will begin the second round following the same procedures applied in round one.

F. Any mobilization, locally or nationally, will be considered as an assignment unless it is canceled prior to the team actually being mobilized. Those teams that are mobilized, but do not actually receive an incident assignment, will be considered eligible for assignment prior to beginning the next round of team eligibility for national assignment.

G. All assignments, both within an Area and nationally, count as experience.

H. Areas having two or more teams may commit two teams internally at the same time prior to going to the national rotation.

I. Once a team (from the national rotation) is staged, the Geographic Area can commit that team to any fire in the Area. If NICC receives another request, the first team from the national rotation will be mobilized.

J. The Geographic Area will coordinate with NICC before reassigning an out-of-area team to another incident.

K. The NMAC retains the authority to adjust the national rotation when necessary to achieve team experience objectives or for other reasons. During National Preparedness Level 4 and 5, the NMAC will manage all team assignments.

L. Geographic Areas with only one team may stand the team down for rest after coordination with NICC.

22.9.1 NATIONAL AREA COMMAND TEAMS

Four National Area Command Teams are available. Teams include six positions:

- -- Area Commander
- -- Assistant Area Commander, Planning
- -- Assistant Area Commander, Logistics
- -- Area Command Aviation Coordinator
- -- Two trainee positions

The requesting unit will submit a request for six overhead positions to be processed through established ordering channels to NICC.

National Area Command Team Rotation Procedures:

A. Teams will be considered "ineligible" for assignment if the Area Commander or two team members are not available.

B. Teams will remain on call for two week periods.

C. Teams that receive an assignment will be out of the national rotation until all teams have had an assignment.

D. At the time a team is mobilized, the next team in the national rotation will be notified and placed in the "on call" position for the next two weeks. NICC will notify the GACCs of the "on call" team. GACCs will confirm the availability of team members.

22.9.2 NATIONAL PARK SERVICE ALL-RISK INCIDENT MANAGEMENT TEAM

The National Park Service has one National All-Risk Incident Management Team available. The primary mission of this team is to manage planned and unplanned non-wildland fire incidents on an interagency basis. This team is mobilized through established ordering channels (see Chapter 60, Section 69.5).

22.9.3 INTERAGENCY FIRE USE MANAGEMENT TEAMS (FUMT)

The primary mission and priority of these teams is to provide managers with skilled and mobile personnel to assist with the management of Wildland Fire Use (WFU) and prescribed fires. Each FUMT offers the full range of appropriate management responses to wildland fire occurrence and large complex prescribed fire applications. FUMTs consist of the following positions:

- -- Incident Commander, Type 2 (ICT2)
- -- Safety Officer Type 2 (SOF2)
- -- Information Officer Type 2 (IOF2)
- -- Operations Sections Chief, Type 2 (OSC2)
- -- Planning Section Chief, Type 2 (PSC2)
- -- Long Term Fire Behavior Analyst (LTAN)
- -- Logistics Section Chief, Type 2 (LSC2)
- -- (three positions TBD after discussion with ordering unit)

FUMTs will be ordered through established ordering channels (see Chapter 60, Section 69.6).

22.9.4 INTERAGENCY FIRE USE MODULES

The primary mission and priority of the modules is to provide skilled and mobile personnel to assist with WFU in the areas of planning, fire behavior monitoring, ignition, and holding. Secondary priorities follow in the order below:

- -- Support burn unit preparation.
- -- Assist with fire effects plot work.
- -- Support mechanical hazardous fuel reduction projects.

As an interagency resource, the modules are available nationally throughout the fire season. Each module is comprised of a module leader, assistant leader, three to eight module members. See the Fire Use Module Operation Guide for specifics. Modules are mobilized and demobilized through established ordering channels (see Chapter 60, Section 69.7).

22.9.5 CRITICAL INCIDENT STRESS DEBRIEFING TEAMS

Stress debriefing personnel and teams are usually provided internally or through locally contracted services. The National Park Service has two Critical Incident Stress Debriefing Teams available for interagency use. To mobilize these teams GACCs need to contact NICC.

22.9.6 ADMINISTRATIVE PAYMENT TEAMS (APTs)

National Park Service Teams can make a full range of vendor payments. APTs consist of the following positions:

- -- Team Leader
- -- Contracting Officer
- -- Imprest Cashier
- -- Two Administrative Assistants

Actual team composition will be determined by the team leader and the incident unit's administrative staff at the time of dispatch. These teams will be ordered by the established rotation list (see Chapter 60, Section 69.2).

Bureau of Indian Affairs APTs have the authority to make payments to AD hire emergency workers hired under the Emergency Pay Plan and to vendors as authorized in the interest of efficiency and economy of field operations during emergency incidents, burned area emergency response, and hazardous fuel reduction.

Emergency incidents include pre-disaster, declared major disasters, and emergencies related to the safeguarding of lives and property from floods, fires, and other causes, in cooperation with tribal, local, state and federal governments.

There are two types of APTs:

Type 1

- -- Assistant Disbursing Officer
- -- Certifying Officer
- -- One or more Support Staff Members
- -- Contracting Officer (Optional)

Type 1 Teams are authorized to make payments related to wages of AD hired persons and to vendors on emergency incidents by:

1 Providing relief to small vendors not covered under a pre-season agreement. This could include use of their personally owned equipment, such as motor vehicles and chain saws.

2. Providing relief to an agency administrative unit that is over extended. This could include payment of invoices on routine BPAs for emergency services, i.e., buses and heavy equipment, supplies.

Type 2

- -- Assistant Disbursing Officer
- -- Certifying Officer
- -- One or more Support Staff members

Type 2 Teams are only authorized to make payments related to wages of AD hired persons under the Emergency Pay Plan.

Team composition will be determined by the team leader. It is the responsibility of the team leader to ensure availability of all team members. These teams will be ordered by name request.

22.9.7 BUYING TEAMS

Buying Teams support the wildland fire procurement effort through the local administrative staff and are authorized to procure a wide range of services, supplies, land, and equipment rentals. In addition, the Buying Team Leader has the responsibility for coordinating property accountability with the Supply Unit Leader.

There are designated Buying Teams available for national mobilization. These teams are requested only after all available within-area teams have been utilized and are mobilized according to national call-out procedures (see Chapter 60, Section 69.3). Buying Teams consist of seven (7) positions: three qualified procurement personnel, three personnel support positions, and one procurement or leader trainee. Each team shall have at least one contracting officer with a minimum of $100,000 warrant authority. Support personnel from the incident unit may be used. (For additional information refer to the Interagency Incident Business Management Handbook, NFES 2160, Chapter 20 and Chapter 40).

22.9.8 DEPARTMENT OF INTERIOR – BURNED AREA EMERGENCY RESPONSE (BAER) TEAMS

The Burned Area Emergency Response (BAER) program is an integral part of wildland fire incidents. Each wildland fire management agency is responsible for taking prompt and effective action in burned area emergency rehabilitation of fire-impacted lands for the protection of life, property, and other critical cultural and natural resources. The FS, BIA, and BLM currently have established local, regional, or state BAER teams. Ordering agencies should determine the complexity of the fire situation and utilize local and regional teams when appropriate.

There are two National DOI BAER Teams. These teams are mobilized when the values at risk are considerable from potential floods, mud and debris flows; where the resource issues are complex and multiple jurisdictions are involved. Less complex situations should use regional/state ad hoc BAER Teams or resources from other agencies/regions. During National Preparedness Levels 1-3, the ordering unit will coordinate directly with the appropriate National BAER Team Leader. During National Preparedness Levels 4-5 the National BAER Team assignments will be coordinated through the NMAC.

DOI National BAER Teams are comprised of personnel with expertise in forestry, soils/geology, hydrology, wildlife biology, archeology/cultural, and vegetation types. The focus is immediate action to prevent soil, water and

ecosystem resource damage and ensuring all environmental and legal mandates are met. All team members are fireline qualified and respond with personal protective equipment (PPE). Teams consist of the following positions:

-- Team Leader
-- Operations Specialist
-- Forester
-- Vegetation Specialist
-- Hydrologist/Geologist Specialist
-- Soil Scientist
-- Wildlife Specialist
-- Archeologist/Cultural Resource Specialist
-- Environmental Protection Specialist
-- Computer/Documentation Specialist
-- Geographic Information Specialist

DOI-BAER Teams may be mobilized to any wildland fire incident where DOI or other federal lands are involved. Teams are mobilized through established ordering channels (see Chapter 60, Section 69.4).

22.9.9 WILDLAND FIRE PREVENTION AND EDUCATION TEAMS

National Fire Prevention and Education Teams are effective in the reduction of unwanted human-caused wildland ignitions, particularly when wildland fire severity conditions are imminent and when an area anticipates unusually high fire danger due to human activities, weather conditions or hazardous fuels. Working with local agencies and resources, these teams are equipped to complete on-site prevention assessments and plans, initiate the implementation of these plans and begin immediate public outreach and information dissemination. They can be ordered to support a variety of situations affecting large or small geographic areas.

These teams normally consist of the following positions:

THSP - Prevention Team - Leader
THSP - Prevention Team - Public Affairs Specialist
THSP - Prevention Team - Prevention Specialist

Team composition is determined on a case-by-case basis to meet the needs of the assignment. Mobilization of these teams will be coordinated through NICC.

22.9.10 WILDLAND FIRE AND AVIATION SAFETY TEAMS (FAST)

Fire and Aviation Safety Teams (FASTs) assist agency administrators during periods of high fire activity by assessing policy, rules, regulations, and management oversight relating to operational issues. They can also do the following:

A. Provide guidance to ensure fire and aviation programs are conducted safely.

B. Review compliance with OSHA abatement plans, reports, reviews and evaluations.

C. Review compliance with Interagency Standards for Fire and Fire Aviation Operations.

FASTs can be requested through GACCs to conduct reviews at the state/regional and local level. If a more comprehensive review is required, a national FAST can be ordered through NICC.

FASTs include a team leader, who is either an Agency Administrator or fire program lead with previous experience as a FAST member, a safety and health manager, and other members with a mix of skills from fire and aviation management.

FASTs will be chartered by their respective GMAC with a delegation of authority, and report back to the GMAC.

The team's report includes an executive summary, purpose, objectives, methods and procedures, findings, recommendations, follow-up actions (immediate, long-term, national issues), and a letter delegating authority for the review. As follow-up, the team will gather and review all reports prior to the end of the calendar year to ensure identified corrective actions have been taken. FAST reports should be submitted to the Geographic Area with a copy to the Federal Fire and Aviation Safety Team (FFAST) within 30 days.

22.9.11 AVIATION SAFETY ASSISTANCE TEAM (ASAT)

Aviation Safety Assistance Teams (ASAT) enhance safety, efficiency and effectiveness of aviation operations. ASATs provide assistance to unit and aviation managers, flight crews and Incident Management Teams for increasing, on-going or declining incident aviation activity.

If a team cannot be filled internally, it will be placed to NICC through established ordering channels. The following configuration will be used when ordering an ASAT.

THSP – Safety Specialist
THSP – Helicopter Specialist
THSP – Fixed Wing Specialist
THSP – Aviation Manager Inspector
THSP – ASAT Trainee as identified by team leader.

Teams require 24 hours for mobilization.

ASATs receive an assignment briefing with management concerns and/or issues identified in a letter delegating authority which establishes the roles of the team and its expectations. The teams will provide daily feedback to the

person(s) identified in the delegation of authority. Teams will conduct an exit briefing and will provide a written report prior to demobilization.

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23 EQUIPMENT/SUPPLIES

All equipment and supply orders will follow established ordering procedures except for the redistribution of supplies within the National Fire Equipment System (NFES). Redistribution of excess supply items will be coordinated by the designated NFES Cache Manager(s). Cache orders will be filled to meet time frames specified using the most economical service. All NFES cache items are shipped ready for fireline use.

23.1 MOBILIZATION

Equipment will be requested on an Equipment order. All resource information, including travel, will be relayed electronically through ROSS.

Examples of Equipment resources:

-- National Contract Mobile Food Services (Caterers)
-- National Contract Mobile Shower Facilities
-- National Contract Mobile Commissaries
-- Rolling Stock - engines, water tenders, dozers, etc.

Supplies will be requested on a Supply order. Supplies are identified as materials or goods, not defined in any other resource or service category.

Examples of Supply resources:

-- NFES systems or kits
-- Mobile Cache Vans
-- Telecommunications items
-- Fire or Project Remote Weather Stations
-- ATMU
-- Local Purchase

23.2 DEMOBILIZATION

Equipment and supply release information must be promptly relayed using either a ROSS itinerary or shipping status form.

23.3 NATIONAL INTERAGENCY SUPPORT CACHE ORDERING PROCEDURES

A. Orders from caches to supplier (including GSA) for the procurement of non-expendable/capitalized supplies (i.e., pumps, saws, generators, high cost re-usable items) in support of incidents must be coordinated through the NFES Representative at NIFC.

B. Other large replacement supply orders will be coordinated by the NFES Representative at NIFC to avoid overstocking the system.

C. Orders for cache restock and incident support will be placed directly between National Interagency Support Caches until the National Interagency Supply Cache Coordinator Position (NISCC) is activated at NICC.

D. When the NISCC is activated at NICC, all cache restock and incident support orders from National Interagency Support Caches will be placed with NICC. Based on national priorities, the NISCC will forward requests to the appropriate National Interagency Support Cache(s) for processing. The resource order form will be used when ordering supplies through the NISCC at NICC. Travel information will be relayed using the shipping status form

23.3.1 NFES ITEMS IN SHORT SUPPLY

A. NICC, in cooperation with NFES, will advise all fire and cooperating agencies of those items determined critical and in short supply.

B. Identified items will be ordered through established ordering channels and will be coordinated through the NFES Representative at NIFC.

23.3.2 FIELD OFFICE REPLENISHMENT DURING FIRE SEASON

Agencies will place orders to their servicing National Interagency Support Cache. Replenishment orders must be the result of fire management activities, and must be accompanied with the appropriate cost code.

23.3.3 FIELD OFFICE REPLENISHMENT OUTSIDE OF FIRE SEASON

Whenever possible, field offices must order directly from GSA for those items stocked in the Federal Supply System.

All other items will be ordered directly from suppliers unless individual agency instructions prevail.

23.3.4 INCIDENT REPLACEMENT

Prior to release from an incident, personnel may request replacement of equipment and supplies that were lost, consumed or worn out during the incident.

Incident Management Teams will approve all requests for replacement of equipment and supplies. If the requested equipment and supplies are not available at the incident, the Supply Unit Leader may forward requests to their servicing cache through established ordering channels. Replacement items will be shipped to the Supply Unit at the incident. If there is insufficient time for the Supply Unit to obtain replacement requests before demobilization of the resource, an Incident Replacement Requisition (NFES 1300) will be completed

and forwarded to the servicing cache, who will then forward it to the requesting unit's servicing cache for processing. Replacement items will be filled and shipped to the requestor's home unit.

23.3.5 INCIDENT REPLACEMENT: TYPE 3 AND 4 INCIDENTS

The hosting units' Agency Administrator or authorized representative must approve all replacement requests. Follow procedures for incident replacement, Section 23.3.4.

23.3.6 INCIDENT TO INCIDENT TRANSFER OF SUPPLIES AND EQUIPMENT

Transfer of supplies and equipment between incidents including those operating under Area Command authority may occur only with proper documentation so accountability is maintained. Transfer of communications equipment creates safety concerns by increasing the risk of frequency conflict and the possibility of damaged or untuned equipment being utilized. This may only be done with approval of the NIRSC Communications Duty Officer (CDO).

23.4 NATIONAL INCIDENT RADIO SUPPORT CACHE (NIRSC)

NIRSC is a national interagency resource composed of multi-channel radio systems and kits available for complex incident communications. The priority use of NIRSC radio systems and kits is for active incidents. All radio systems and kits must be returned to NIRSC as soon as the incident has demobilized. A National Communications Duty Officer (CDO) is available at NIRSC throughout the year. Geographic Area Frequency Managers, Communications Coordinators (COMC) and Incident Communication Unit Leaders (COML) will coordinate with NICC, the Geographic Area and the NIRSC CDO on all telecommunication issues.

NIRSC stocks NFES 4390 Starter Systems, which will provide the Command/Tactical, Air Operations and Logistical communications requirements of a single incident. Individual kits are available to supplement Starter Systems, or to provide support for smaller incidents.

NIRSC radios are synthesized and contain both FS and DOI frequencies. FS and DOI frequencies are not "cleared" nationally. Other agencies use these frequencies and in some cases, in very critical and sensitive areas. All frequencies must be approved for the areas where they will be used. Any of the national frequencies (FS or DOI) are not to be used without prior coordination with the NIRSC CDO.

NIRSC issues dedicated FM frequencies in conjunction with communication equipment assigned to incidents. NIRSC will order additional FM frequencies from DOI and FS, WO as conditions warrant. Government users may not use Family Radio Service (FRS) for communications in any planned or ongoing incident.

23.4.1 MOBILIZATION

NIRSC radio systems and kits will be requested on a Supply order through established ordering channels to NICC. **To insure proper frequency coordination, the ordering office must include the Latitude and Longitude of the incident on the resource order**. Radios will be used as received without modification. Defective radio equipment will be immediately returned to NIRSC for maintenance**.** To maintain quality and quantity for the field, each Starter System or kit will be returned to NIRSC for rehabilitation immediately after each assignment. The incident or unit charged with custody of the radio equipment is responsible for a complete inventory of that equipment upon return from the incident.

Each Geographic Area may order up to two Starter Systems for preposition during their established fire season. When a prepositioned Starter System or kit is assigned to an incident, the responsible GACC must transfer the request to a "new" incident order and request number. Notification of this incident assignment must be relayed to NICC within 15 minutes of commitment. NICC will transfer the Starter System to the new incident resource order and request number and permanently close out the original preposition request number. A replacement Starter System may be requested after commitment of a prepositioned Starter System.

Typically, Starter Systems should remain intact. However, individual kits may be utilized for smaller incidents that do not require the entire Starter System. GACCs will notify NICC of the commitment of individual kits from a Starter System, and will reorder kits needed to complete the prepositioned Starter System. Any kit committed or assigned to an incident that was originally prepostioned to a Geographic Area must follow the same transfer process as outlined above.

Prepositioned radio systems and kits will be returned to NIRSC as soon as the need has diminished, or annually for preventative maintenance. Prepositioning NIRSC radio systems and kits longer than six months requires NIRSC approval.

23.4.2 DEMOBILIZATION

All NIRSC radio systems and kits should be inventoried, sealed and returned promptly to NIRSC/NIFC. DO NOT STOCKPILE KITS. Spare seals are supplied in each box. Incidents are responsible for ensuring all radio systems or kits are returned or accounted for on a property loss statement.

23.5 ATMOSPHERIC THEODOLITE METEOROLOGICAL UNIT, (ATMU) NFES 1836

ATMUs will be requested on a Supply order through established ordering channels. Mobilization of ATMUs is not automatic. They will be mobilized only upon request from the Incident Meteorologist. Geographic Areas unable to fill ATMU requests internally, will place requests with NICC. NICC coordinates filling the request with the National

Weather Service (NWS) at Boise. ATMUs are national resources. At National Preparedness Levels 4 and 5, all requests for ATMUs will be processed through NICC.

23.5.1 FIRE REMOTE AUTOMATIC WEATHER STATIONS, (FRWS) NFES 5869

Requests for FRWS will be placed with NICC through established ordering channels on a Supply order. All necessary FRWS technicians, vehicles, or air transportation required for mobilization and demobilization will be provided by NIFC. Upon release from the incident, the FRWS will be returned to NIFC.

23.5.2 PROJECT REMOTE AUTOMATIC WEATHER STATIONS, (PRWS) NFES 5870

Requests for PRWS will be placed with NICC through established ordering channels on a Supply order. The PRWS will be configured for the specific project prior to the mobilization. The requesting agency must contact the NIFC Remote Sensing Fire Weather Support Office at 208-387-5726 prior to ordering to determine the PRWS configuration. All necessary PRWS technicians, vehicles, or air transportation required for mobilization and demobilization will be provided by NIFC. Upon release from the project, the PRWS will be returned to NIFC.

23.6 NATIONAL CONTRACT MOBILE FOOD SERVICE AND SHOWER FACILITIES UNITS

When the determination is made that contract mobile food services and shower facilities are needed in support of federal wildland fire activities in the contiguous western United States and Alaska, the Government is obligated to purchase such quantities as may be needed from National Mobile Food Service Contractors to fill all requirements for all three meals. (Exception: refer to C 2.3.1; lunch clause) The government is obligated to order from the National Mobile Food Service Contract (National Caterer) when at any time:

A. The number of people to be fed is at or above 150 persons per meal, and,

B. The headcount is estimated to remain at those numbers, or greater, for at least 72 hours from when the headcount first reaches 150 per meal.

The selected National Caterer has the right of refusal when the headcount quantities are below the minimum acceptance quantity shown in the schedule.

When the above conditions for ordering National Mobile Food Service Units are met, but it is necessary to use cooperator kitchens to meet incident needs because there are no reasonably available national units, the government will honor a work guarantee of three days for these cooperator kitchen units. Cooperators include state managed kitchens.

When cooperator kitchens and other food service organizations are utilized for federal wildland fire activities, national contract specifications will be used as guidelines to

assure adequate service is provided. Refer to the Interagency Mobile Food Service and Shower Facilities documents (NFES 1276 and NFES 2729) or at http://www.nifc.gov/contracting.

23.6.1 MOBILIZATION

All National and CWN Mobile Food Service, and Shower units in the lower 48 state are ordered through and mobilized by NICC. The National Contract Mobile Food Service and Shower units located in Alaska are ordered through and mobilized by the Alaska Interagency Coordination Center.

A. Mobile Food Service requests require a completed Food Service Request Form at the time of request (see Chapter 20, Section 28.2).

B. Shower requests require the approximate number of personnel to service and the estimated duration.

If an incident has a need for additional mobile food service or shower units, the request will be sent through established ordering channels to NICC. NICC will determine and assign the appropriate units to all federal wildland fire incidents.

The receiving Geographic Area is responsible for providing a Contracting Officer's Technical Representative (COTR) for every National Mobile Food Service or Shower unit assigned to an incident. When a Geographic Area cannot furnish a COTR, the order will be placed with NICC. Once the unit is operating smoothly, the COTR does not need to be retained at the incident beyond a few shifts.

23.6.2 REASSIGNMENTS

All requests to reassign National Contract Mobile Food Service or Shower units will be placed through established ordering channels to NICC. All reassignments of National Mobile Food Service and Shower units will be done by NICC.

23.6.3 DEMOBILIZATION

All release information will be documented on the resource order and relayed to NICC within 15 minutes. Contractors may take 24 hours to rest and replenish supplies within the local area after release. After 24 hours, contractors must return to the units' designated dispatch point.

23.7 NATIONAL MOBILE COMMISSARY SERVICES

When use of Contract Commissary Service is needed for wildland fire activities in Forest Service Regions 1, 4, 5 and 6, the Government is obligated to purchase services from National Commissary Contractors when they are reasonably available. All agencies in other Forest Service Regions and all Geographic Areas may also utilize this contract. All

requests for National Contract Commissary units will be ordered through NICC. For additional contract information, refer to the National Interagency Mobile Commissary Services Contract publication or on the web at http://www.nifc.gov/contracting.

23.8 NATIONAL CONTRACT ENGINES

When mobilizing engines within local and Geographic Areas, National Contract Engines may be ordered after agency and agency cooperator resources are mobilized, but before Emergency Equipment Rental Agreement resources (EERAs). Each Host Unit Dispatch Center (HUDC) must give dispatch preference to their assigned National Contract Engine resources over EERA resources. These procedures can be waived in initial attack situations in order to dispatch the closest forces assuming the National Contract Engine cannot meet the requested date/time. Geographic Areas should utilize internal engine capability (agency, cooperator, National Contract, EERA) prior to requesting engines from another Geographic Area. National Contract Engines will not be factored into HUDC or GACC drawdown levels, held in reserve, or for contingency, unless they are in paid, standby status. All HUDCs will report status to GACCs on a daily basis.

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24 AIRCRAFT

NICC is the sole source for large transport aircraft holding Federal Aviation Regulations (FAR) Part 121 Certificates and for Type 1 and 2 CWN helicopters (see Chapter 20, Section 24.8 or 24.9).

Cooperator aircraft (state contracted, state owned, state managed National Guard aircraft, county city or other) may be used on federal fires under the following conditions:

- The pilot has been approved in writing, for the aircraft and the mission by either the FS or the Department of Interior's Aviation Management Directorate (AMD).
- The aircraft has been approved in writing, for mission by either the FS or AMD.
- There exists a written MOU, Interagency Agreement or other document that authorizes this use and payment for this use.
- The cooperator aircraft will be operated within any limits on its use established in the written approval.
- The cooperator aircraft will be used only in situations where federal aircraft are not reasonably available.
- The cooperator aircraft will be released when federal aircraft become reasonably available.
- Use of cooperator owned aircraft prior to exhausting contracted resources must involve a "significant and imminent threat to life or property".

24.1 MOBILIZATION

When a Geographic Area has depleted local aircraft resources, requests will be placed with NICC. Aircraft assigned will become the receiving area's resource until released. The following terminology will be used when ordering aircraft:

A. Knots (kts) will be the standard term used to reference airspeed.

B. VORs (Direction-magnetic headings) will be used to reference direction.

C. Latitude and longitude must be provided in degrees, minutes.

D. Aircraft registration numbers will be used when referencing helicopters, leadplanes and air attack aircraft. Airtankers are referenced by the airtanker number; e.g. T-123.

The following selection factors will be used when ordering aircraft:

A. Airtankers: Loaded or empty (two hour maximum flight when loaded,

except for C130 and P3A airtankers).

B. Timeliness.

C. Cost effectiveness.

D. Performance specifications for density altitude/high altitude operations.

E. Carded for local or interagency use.

F. Special applications such as special-use flights, tundra pads, floats, etc.

24.2 DEMOBILIZATION

Flight following will be performed on all government or exclusive use contract aircraft being demobilized. NICC will release charter and CWN aircraft to the vendor without flight following, provided no government personnel or cargo are on board.

24.3 FLIGHT MANAGEMENT PROCEDURES

Flight following for non-tactical aircraft is the responsibility of the scheduling unit. Flight plans are available from the scheduling unit and will be transmitted to the receiving unit upon request. Any unit may request flight following assistance through established ordering channels. Any requests for NICC to provide flight following for any aircraft will follow the procedures for tactical aircraft below.

A. NICC will flight follow all aircraft crossing Geographic Area boundaries which have been ordered through NICC on:

Aircraft orders
Flight requests
IA Smokejumper orders

☞ Flight following may be accomplished using Automated Flight Following (AFF). AFF is a satellite/web-based system. The flight follower can view real time information regarding an aircraft's location, speed, heading, altitude, and flight history.

Notification of the commitment of national resources applies to non-tactical flights.

SENDING UNIT - The sending unit is the dispatch unit which sends the aircraft from the vendor or government aviation unit.

RECEIVING UNIT - The receiving unit is the dispatch unit which is receiving the resource.

A. Responsibilities of the sending unit:

1. Obtain actual time of departure (ATD) and estimated time of arrival (ETA) from the initial departure airport from pilot/vendor.

2. Relay the ATD, ETA, and method of flight following (agency or AFF) to the sending unit's GACC via established ordering channels.

3. Notify the GACC of known delays/advances of a flight plan exceeding 30 minutes.

4. Assist with search procedures for overdue aircraft. Utilize agency aircraft search/rescue guides, as appropriate.

5. On any flight requiring stops en route to a destination, instruct the Pilot-In-Command or *Chief-of-Party to contact NICC at 800-994-6312. Aircraft support vehicles should contact NICC at fuel stops.
*(For Chief-of-Party responsibilities, see Chapter 60, Section 67).

B. Responsibilities of Sending GACC:

1. Sending GACC will relay the flight itinerary to NICC via telephone or fax.

2. Notify NICC of known delays/advances of a flight plan exceeding 30 minutes.

3. Assist with search procedures for overdue aircraft. Utilize agency aircraft search and rescue guides as appropriate.

C. Responsibilities of NICC:

1. Relay flight itinerary to the receiving GACC by telephone/fax.

2. Notify receiving GACC of known delays/advances of a flight plan exceeding 30 minutes.

3. Resource track tactical aircraft to specified destinations.

4. Monitor flight plans for additional utilization.

D. Responsibilities of Receiving GACC:

1. Relay flight itinerary to the receiving unit by telephone.

2. Notify receiving units of known delays/advances of a flight plan exceeding 30 minutes.

3. Confirm arrival of all tactical aircraft to NICC by telephone; notify NICC of any aircraft overdue by more than 30 minutes.

4. Assist with search procedures for overdue aircraft. Utilize agency aircraft search and rescue guides as appropriate.

E. Responsibilities of Receiving Unit:

1. Confirm arrival of all tactical aircraft by telephone to receiving GACC.

2. Notify receiving GACC of any delays of a flight plan exceeding 30 minutes; notify receiving GACC of any aircraft overdue by more than 30 minutes.

3. Initiate/assist with search procedures for overdue aircraft. Utilize agency aircraft search and rescue guides as appropriate.

24.3.1 Automated Flight Following (AFF) Procedures

AFF is one type of agency flight following. AFF reduces pilot workload and provides the dispatch office with much greater detail and accuracy on aircraft location and flight history.

A. **Requirements to Utilize AFF:**

1. The aircraft must be equipped with the necessary hardware (transmitter and antenna).
2. The dispatch office responsible for the flight following must have a computer connected to the Internet.
3. Training: The flight following dispatcher must have a working knowledge of the AFF program (Webtracker) and must have a current username and password for the AFF system.
4. AFF does not reduce or eliminate the requirement for aircraft on mission flights to have FM radio capability, and for the aircraft to be monitoring appropriate radio frequencies during the flight.

B. **Procedures for Utilizing AFF:**

1. When AFF is requested, ensure AFF program access is available and request standard flight information from the pilot/Chief of Party (COP).
2. The pilot will relay the flight itinerary, ETD and ETA to the dispatch center.
3. If flight following will be handed off to another dispatch center en route, the center will brief the pilot/COP with updated frequencies, call signs, and other information as-needed.
4. The dispatch office will log on to the AFF web site and verify that the aircraft icon is visible on the screen.

5. Once the aircraft is airborne, the sending unit will contact pilot to confirm initiation of AFF.
6. The dispatch office(s) responsible for flight following will monitor the computer at 15 minute intervals for the duration of the flight.
7. When the aircraft has completed the flight and landed, the pilot or passenger (observer, Chief of Party, ATGS, etc.) will contact the dispatch office to inform them that they are on the ground.
8. If the computer system stops working during AFF, continue flight following using manual methods.

Hand-Off Procedures for Dispatch Offices:

If a flight will cross "traditional dispatch boundaries", and the flight following will be handed off from one dispatch office to another, a positive hand off must be made. This must be coordinated between the affected dispatch offices and the aircraft, preferably prior to take off, but may be done while airborne.

Additional information about AFF can be found at: https://aff.nifc.gov

24.4 AIRBORNE THERMAL INFRARED (IR) FIRE MAPPING

Users of Infrared Services should be familiar with the contents of the Infrared Thermal Mapping Operations Manual, available from the Infrared Operations Specialist at NIFC, 208-387-5647. Infrared equipment and aircraft located at NIFC are National Resources. All requests for infrared flights will be placed with NICC through established ordering channels. All requests for infrared services or other types of IR technology will be on an Aircraft order. An infrared scanner order (see Chapter 20, Section 28.5) will be submitted initially for each request. A new scanner order must be completed and forwarded to NICC when scanning criteria or parameters change. NICC may assign these resources to a Geographic Area during lower Preparedness Levels. When assigned to, or performing missions for a Geographic Area, the GACC will provide flight following. NICC will flight follow between Geographic Areas.

NICC will maintain the flight scheduling and priority setting for infrared aircraft when competition exists.

Flight crews, when assigned to a Geographic Area, will coordinate with the using agency's IR Liaison and IR Coordinator. The IR Coordinator will keep informed of mission priorities, flight times, etc. A qualified Infrared Interpreter (IRIN) must be confirmed or in place at the time of the infrared flight.

The objectives of the infrared program are:

A. Primary: Provide infrared support and services to all agencies engaged in wildland fire activities.

B. Secondary: Provide infrared support for other resource projects as priorities, time and capabilities allow.

24.5 LEADPLANES

Leadplanes are national resources. Areas administering these aircraft will make them available for wildland fire assignments when ordered by NICC, if not currently committed to fires.

24.6 AERIAL SUPERVISION MODULES (ASM1)

The ASM1 is a fixed wing platform that utilizes two crewmembers to perform the functions of traditional air attack and low-level lead operations. The ASM1 requires both crew members to be trained to work as a team, utilizing Crew Resource Management (CRM) skills and techniques to enhance safety, efficiency and effectiveness. Aerial Supervision Modules are National Resources. Areas administering these aircraft will make them available for wildland fire assignments when ordered by NICC. Requests for leadplanes may be filled with an ASM1.

24.7 AIR TACTICAL AND RECONNAISSANCE AIRCRAFT

Air attack and reconnaissance aircraft are on aircraft rental agreements (ARAs) and exclusive use contracts solicited and inspected by the AMD and other federal agencies. They are available for interagency use and will be requested through established ordering channels. The ordering office may request the aircraft with specific avionics equipment (see Chapter 80, Section 82.3).

24.8 LARGE TRANSPORT AIRCRAFT

Large transport aircraft are National Resources and will be ordered through NICC.

A. Scheduling.

Large transport and charter aircraft arranged by NICC are ordered on a per mission basis. Flight following ATD/ETE will be relayed by the NICC aircraft desk for each flight leg.

B. Requests for large transport.

When requesting large transport, the following information is required:

1. Number of passengers and cargo weight per destination and combined total for the flight.

2. Pick-up point at jetport and time passengers are available to load. NICC requires lead time to plan and schedule aircraft.

3. Pick-up point at the jetport is the fixed base operator (FBO) or gate at the airport terminal where the aircraft will park.

4. Passengers must be weighed and manifested prior to boarding the aircraft.

5. Government or contractor support available at each airport, including contact person and telephone number.

24.9 HELICOPTERS: CALL WHEN NEEDED (CWN)

A. Type 3 and 4 helicopters are solicited and inspected by the AMD and FS Regional Aviation Officers.

B. Type 1 and 2 helicopters are solicited and inspected by NIFC. With the exception of Alaska, all Type 1 and 2 helicopters will be dispatched by NICC.

There are two categories of helicopters:

1. Limited: No passenger transport, lift only, seats removed. **MANAGERS CANNOT RIDE IN AIRCRAFT WHEN REPOSITIONING.**

2. Standard: Passenger and cargo hauling.

NICC assumes Type 1 requests are for limited helicopters and Type 2 requests are for standard helicopters unless stated otherwise.

C. Helicopter Modules. When processing requests for helicopters, NICC will inform the requesting GACC of the contract type of the assigned resource; exclusive use or CWN. Exclusive use contract helicopters are mobilized complete with an assigned module. If the request is filled with a CWN helicopter, the requesting area must provide a module or order a module through NICC. A helicopter manager will be confirmed before NICC assigns a CWN helicopter. CWN helicopter managers or modules will meet with their assigned helicopter off-site from the incident prior to performing work. A specific meeting place should be identified on the resource order, such as a fixed base operator (FBO) or other easily located site. For information regarding mobilization of helicopter modules see Chapter 20, Section 22.5.

D. GACCs will obtain approval from NICC prior to reassigning Type 1 or 2 helicopters to another incident.

24.9.1 EXCLUSIVE USE CONTRACT HELICOPTERS

A. All FS exclusive use Type 1 and 2 helicopters are contracted by NIFC.

B. All FS exclusive use Type 3 and 4 helicopters are contracted by FS Regional Offices.

C. All exclusive use contract helicopters for DOI agencies are solicited, inspected and contracted by AMD.

D. Exclusive use contract helicopters are dispatched locally by the administrative unit. All Type 1 and 2 helicopters are national resources.

24.10 AIRTANKERS

Airtankers are national resources. Geographic Areas administering these aircraft will make them available for wildfire assignments when ordered by NICC. There are four types of airtankers:

TYPE	CAPACITY (minimum)
1	3,000 GALLONS
2	1,800 GALLONS
3	600 GALLONS
4	100 GALLONS

24.10.1 EARLY ACTIVATION

A. Pre-season and post-season, airtanker activation is processed through the Area's Administrative Contracting Officer for that Area's contract items.

B. Orders may be placed with NICC for an airtanker in another Area which is closer to its mandatory activation date.

The following chart indicates the different contract periods.

Optional Use	30 day Pre-season	Mandatory Availability	45 day Post-season	Optional Use

The following process is used to activate airtankers during optional use periods:

C. The requesting GACC will place the request(s) for airtanker(s) with NICC, specifying day off requirements.

D. NICC will notify the National Contracting Officer (NCO) at NIFC of the order.

E. The NCO and NICC will determine the availability of airtankers and notify the National Airtanker Inspector(s). The NCO will notify the Area

Administrative Contracting Officer of the activation request and the contract item to be activated.

F. The Area Administrative Contracting Officer will notify the GACC of the activation of the contract item.

G. The National Inspector will notify the Local Inspector of the aircraft and pilot status.

H. NICC will place the order with the appropriate GACC.

I. Scheduled days off will be determined by the specific item number activated. Changes to scheduled days off may be negotiated where practical.

24.10.2 MODULAR AIRBORNE FIREFIGHTING SYSTEMS (MAFFS)

A. Objectives. To provide emergency capability to supplement commercial airtankers on wildfires.

B. Policy. MAFFS are national resources and are used as a reinforcement measure when contract airtankers are committed or not readily available. MAFFS will be made available to assist foreign governments when requested through the Department of State or other diplomatic Memoranda of Understanding.

C. Responsibility. Geographic Areas are responsible for ascertaining all suitable commercial airtankers. All airtankers must be assigned to wildfires or committed to initial attack before placing a request for a MAFFS mission to NIFC.

D. NIFC Responsibility. NIFC is responsible for ascertaining that all suitable commercial contract airtankers nationally are committed to wildfires, initial attack, or cannot meet time frames of requesting units. When this occurs, the Duty Coordinator will notify the FS-Director, NIFC. The FS-Director, NIFC, or in their absence, the FS National Aviation Officer, or Fire & Aviation Management, Washington Office, or their Acting is responsible for initiating a MAFFS mission. Once approval is given, the NICC Coordinator activates the request through proper military channels. After

the initial contact has been made, the NICC aircraft dispatcher will process the request. The Governors of California, Wyoming and North Carolina may activate the appropriate Air National Guard Unit having MAFFS equipment and qualified crews for state-controlled fires. Approval for use of MAFFS equipment must be obtained from the FS-Director, NIFC prior to this activation. **When MAFFS are activated by a governor, the FS Regional Office for that state will assign an accounting code for the incident.**

E. Ordering Criteria.

1. Once NICC has advised the GACC that no commercial airtankers are available, requests for MAFFS will be placed through established ordering channels to NICC. Order the number of MAFFS units needed.

2. NICC will place the request with the Air Force Operations Support Center in the Pentagon, Washington, DC.

3. In addition, the requesting Geographic Area needs to order the following support:

* MAFFS Liaison Officer and trainee
* Ground Control Radios
* Certified Avionics Technician
* Assistant MAFFS Liaison Officer
* MAFFS Air Tanker Base Manager and trainee
* Logistics, Finance and Information personnel

The receiving unit must be prepared to provide administrative support (procurement, motel rooms, phones, office space, clerical and timekeeping support, transportation) to accommodate as many as 55 people per two aircraft.

4. MAFFS operations must also include leadplane functions.

24.10.3 SINGLE ENGINE AIRTANKERS (SEATs)

Single engine airtankers are on CWN and exclusive use contracts solicited and inspected by AMD and other federal agencies. The

SEAT module includes a support vehicle with batch mixing capability for wet and dry retardant. They are available for interagency use and will be requested through established ordering channels. If the ordering office cannot provide a SEAT manager for a SEAT base, the manager will be requested on an overhead order. For additional information refer to the Interagency SEAT Operations Guide (ISOG), NFES 1844.

24.11 TEMPORARY FLIGHT RESTRICTIONS FAR 91.137 (TFR)

Temporary airspace restrictions will be established when incident related aviation activities present potential conflict with other aviation activities. The FAA requires that latitude/longitude information for TFRs must be provided in degrees, minutes and seconds, including reference to north latitude and west longitude. If seconds information is not available, add two zero's to the description. Do not use spaces, commas or other symbols in the description. Example: ddmmssN/dddmmssW or 450700N/1177005W. The corner points should be listed in a clockwise sequence around the requested TFR to avoid "bow tie" depictions. The Interagency Airspace Coordination Guide describes further how flight restrictions are requested and implemented.

24.12 MILITARY TRAINING ROUTES AND SPECIAL USE AIRSPACE

Military Training Routes and Special Use Airspace presenting conflicts with incident related aviation activities will be identified by local units. The source for this information is AP-1B, Flight Information Publication, "Military Training Routes" and the AP/1A FLIP, "Special Use Airspace." Each office should maintain a current edition of this document. Special Use Airspace information should be organized for easy and rapid utilization; i.e., displayed on dispatching maps with conversions for legal description to latitude/longitude prepared. Further direction may be obtained in the Interagency Airspace Coordination Guide.

24.13 AIRSPACE CONFLICTS

Consult the Interagency Airspace Coordination Guide.

24.14 FAA TEMPORARY CONTROL TOWER OPERATIONS

The FAA may be requested to provide air traffic control support **(consisting of two FAA air traffic controllers)** when air operations in support of an incident become complex or unsafe at uncontrolled airports. FAA Temporary Control Towers are ordered as an Aircraft request. It is advisable for GACCs to make agreements with local FAA regions. NIFC has an agreement with the Northwest Mountain Region of the FAA covering Washington, Oregon, Idaho, Montana, Wyoming, Utah, and Colorado. A lead time of eight hours is desirable when ordering. **If the FAA cannot supply radios, the incident**

COML will order radios as a supply request through established ordering channels.

The FAA has requested additional information be provided when requesting FAA Temporary Control Towers. Refer to the FAA Temporary Tower Request Form, page 89. This form, in addition to the checklist form in Chapter 11 of the Interagency Airspace Coordination Guide, must accompany Temporary Tower Requests.

24.15 DEDICATED RADIO FREQUENCIES

FM VHF AND UHF FREQUENCIES: NIRSC issues dedicated FM frequencies in conjunction with communication equipment assigned to incidents. NIRSC will order additional FM frequencies from DOI and FS, Washington Office as conditions warrant. When requesting frequencies, provide accurate latitude and longitude, and incident name for each frequency request.

AM FREQUENCIES: At the start of each season NIRSC will order AM frequencies from the FAA for all Geographic Areas. Additional AM frequencies will be ordered by NIRSC as conditions warrant. The NIRSC CDO is the only point of contact for ordering AM frequencies from the FAA.

Incident requests for the use of dedicated AM and FM frequencies will be made through established ordering channels to NICC and are filled by the NIRSC CDO. The CDO will clear national Cache FS and DOI frequencies. Frequencies are to be ordered on an Aircraft order as an "A" request.

All air tanker bases will monitor 123.975 VHF AM for aircraft contact. This frequency is for air traffic control and is not to be used for tactical or flight following purposes.

24.16 INTERAGENCY INTERIM FLIGHT AND DUTY LIMITATIONS

A. Phase 1 - Standard Flight and Duty Limitations (abbreviated summary)

- -- 14 hour maximum duty day
- -- 8 hours maximum daily flight time for mission flights
- -- 10 hours for point-to-point with a two pilot crew
- -- Maximum cumulative flight hours of 36 hours up to 42 hours in 6 days
- -- Minimum of 10 hours uninterrupted time off (rest) between duty periods

B. Interim Flight and Duty Limitations Implementation

During extended periods of a high level of flight activity or maximum 14-hour duty days, fatigue factors must be taken into consideration by fire and aviation managers. Phase 2 and/or Phase 3 duty limitations will be implemented for specific Geographic Areas' aviation resources. The minimum scope of operation should be by Geographic Area, i.e., Northwest, Great Basin, etc.

This does not diminish the authority nor obligation of any individual COR or aviation manager to impose shorter duty days or additional days off at any time for any flight crewmembers for fatigue at their discretion as is currently provided for in agency direction and contract specifications.

Implementation decisions will be made on a coordinated, interagency basis, involving the GACC, NICC, and National Aviation Representatives at NIFC.

Official notification of implementation should be made by the Forest Service RAOs and DOI Aviation Managers through the GACC, and, for broader scope implementations, by National Aviation Management through NIFC.

C. Interim Flight and Duty Limitations

1. Phase 2 - Interim Duty Limitations

When Phase 2 is activated, pilots shall adhere to the flight and day-off limitations prescribed in Phase 1 and the duty limitations defined under Phase 2.

a. Flight crew members shall have a minimum of 12 consecutive hours of uninterrupted rest (off duty) during each duty day cycle. The standard duty day shall be no longer than 12 hours, except a crew duty day extension shall not exceed a cumulative 14-hour duty day. The next flight crew rest period shall then be adjusted to equal the extended duty day, i.e., 13-hour duty day, 13 hours rest; 14-hour duty day, 14 hours rest. Extended duty day applies only to completion of a mission. In no case may standby be extended beyond the 12-hour duty day.

b. Double crews (two complete flight crews assigned to an aircraft), augmented flight crews (an additional pilot-in-command assigned to an aircraft), and aircraft crews that work a rotating schedule, i.e., 2 days on,

1 day off; 7 days on, 7 days off; or 12 days on, 12 days off, may be exempted from Phase 2 limitations upon verification their scheduling and duty cycles meet or exceed the provisions of Paragraph a. of Phase 2 and Phase 1 limitations.

c. Exemptions based on Paragraph b. of Phase 2 provisions may be requested through the local aviation manager or COR, but must be approved by the Forest Service RAO or DOI Area Aviation Manager.

2. Phase 3 - Interim Duty Limitations

When Phase 3 is activated, pilots shall adhere to the flight limitations of Phase 1 (standard), the duty limitations of Phase 2, and the limitations defined under Phase 3.

a. Each flight crew member shall be given an additional day off each 14-day period. Crews on a 12 and 2 schedule shall have 3 consecutive days off (11 and 3). Flight crews on 6 and 1 schedules shall work an alternating weekly schedule of 5 days on, 2 days off, then 6 days on and 1 day off.

b. Double crews, augmented crews, rotating crews, and aircraft with relief crews, as defined in Paragraph b. of Phase 2, may be exempted from Phase 3 upon verification their scheduling and duty cycles meet or exceed the provisions of Phase 3 limitations.

c. Exemptions based on Paragraph b. of Phase 3 will be accomplished as described in Paragraph 1. c. above.

d. Aircraft fixed daily rates and special rates, when applicable, shall continue to accrue during the extra day off. Contractors may provide additional approved crews to maximize utilization of their aircraft. All costs associated with providing the additional crew will be at the contractor's expense unless the additional crew is requested by the Government.

25 PREDICTIVE SERVICES

The GACC predictive service units are responsible for preparing and submitting data and reports to NICC regarding current and projected information on wildland fire, weather, fuels, fire danger and resource status. NICC uses this information to prepare and distribute the Incident Management Situation Report, National Wildland Fire Outlook and other reports and products.

25.1 INCIDENT INTELLIGENCE SUMMARY (ICS-209)

The Incident Intelligence Summary (ICS-209), submitted to the GACC, is used to report large wildland fires, Wildland Fire Use (WFU) events, and any other significant events on lands under federal protection or federal ownership. Lands administered by states and other federal cooperators may also report in this manner.

The ICS-209 form is a web-based application known as the 209 Program. The ICS-209 is submitted by the agency that has protection responsibility for the incident regardless of who administers the land. If the protection agency is non-federal and chooses not to meet federal reporting standards then the federal agency which has administrative jurisdiction will submit the ICS-209. GACCs will ensure that their dispatch centers have submitted complete and accurate ICS-209 reports at the times specified in their mobilization guide. See Chapter 20, Section 28.8 for the ICS-209 form. Specific instructions for entering ICS-209 data using the 209 Program are located in the User's Guide at: http://www.fs.fed.us/fire/planning/nist/209.htm. The 209 Program is located at http://famweb.nwcg.gov/.

Wildland Fires: Large fires are classified as 100 acres or larger in timber fuel types, 300 acres or larger in grass fuel types, or when a Type 1 or 2 Incident Management Team is assigned. A report should be submitted daily until the incident is contained. Refer to GACC Mobilization Guide or agency policy for reporting requirements once containment is achieved.

Wildland Fire Use (WFU) events and wildland fires in confinement strategy: An ICS-209 will be submitted to the GACC for WFU fires and for wildland fires where confinement is the strategy employed as the appropriate management response, when the event exceeds 100 acres in timber fuel types or 300 acres in grass fuel types. Subsequent reports are required when they reach 1,000 acres in size and every time the fire doubles thereafter, unless significant activity occurs (resource commitment, or resources loss) or as determined by GACC Mobilization Guide.

Other Incidents: Other significant events are classified as incidents in which significant commitment of wildland fire resources has occurred or when a Type 1 or 2 Incident Management Teams has been assigned.

Complex Reporting: Incidents within a complex should be aggregated and included on one ICS-209. A complex is two or more individual incidents located in the same general proximity which are assigned to a single incident commander or unified command, individual incidents including acreage, should be listed in the remarks section.

25.2 INTERAGENCY SITUATION REPORT

Daily: May through October.
November through April when either of the following conditions are met:
1) Wildland fire activity occurs (includes WFUs and prescribed fire).
2) A unit's Fire Danger is reported as very high or extreme.

The Interagency Situation Report is a web page application known as the Sit Report Program. GACCs will ensure that all of their dispatch centers have submitted complete data as outlined in the GACCs' mobilization guide daily, from May through the end of October and weekly from November through April, and as activity warrants. The reporting period for this report is 0001 to 2400. NICC will retrieve the reports from the web application by 0200 MDT. Reporting is required for all incidents that meet large fire and WFU criteria and when an incident or event experiences significant commitment of wildland fire resources. **Reporting is required for all prescribed fire activity year round according to the schedule listed above.** The Interagency Situation Report application is divided into six sections: Daily Fire Statistics, Resource Information, Planned Prescribed Fires, Year-to-Date Statistics, Remarks, and Incident Priorities. This program shares incident information with the 209 Program for summaries and reports. Specific reporting requirements and program instructions are located in the Sit Report Users' Guide http://www.fs.fed.us/fire/planning/nist/sit.htm. The Sit Report Program is located at http://famweb.nwcg.gov/.

25.3 INCIDENT MANAGEMENT SITUATION REPORT

Daily: May through October and as activity warrants.
Weekly November through April.

The Incident Management Situation Report (IMSR) is prepared by NICC from information and data on the Interagency Situation Report, submitted by the GACCs. This report will be prepared daily and distributed at 0530 MDT (0800 on weekends and holidays) from May through October, and at 1000 MST on Friday November through April.

When GACCs report large fires and/or very high to extreme fire danger a brief weather outlook is required to be submitted (e-mailed to: NICC Intell@nifc.blm.gov) to NICC for inclusion in the IMSR outlook section. See exhibit 28.9 for required format; a copy of the form may also be found on the NICC web site.

Large wildland fires are typically reported in the IMSR until the incident is contained. WFU events and wildland fires in confinement strategy will be reported in the IMSR when the event exceeds 100 acres in timber fuel types or 300 acres in grass fuel types, when they reach 1,000 acres in size, and every time the fire doubles thereafter, unless significant activity occurs (resource commitment or resources loss).

25.4 WILDLAND FIRE ENTRAPMENT/FATALITY

Entrapment: A situation where personnel are unexpectedly caught in a fire behavior-related, life-threatening position where planned escape routes or safety zones are absent, inadequate, or have been compromised. An entrapment may or may not include

deployment of a fire shelter for its intended purpose. This situation may or may not result in injury. They include 'near misses'.

In the event that a wildland fire entrapment or fatality occurs, it should be reported immediately to NICC. A Wildland Fire Entrapment/Fatality Initial Report should be completed and mailed to NICC electronically or by facsimile within 24 hours. Submit this report even if some data is missing (see Chapter 20, Section 28.10). Subsequent to the initial report the investigation and review shall be conducted following agency specific policies and NWCG guidelines. A copy of the form may be found on the NICC web site.

25.5 WEEKLY FIRE WEATHER / FIRE DANGER OUTLOOK

Weekly: During significant wildland fire activity.

The Weekly Fire Weather / Fire Danger Outlook is to be posted on each GACC web site every Tuesday at the close of business (see Chapter 20, Section 28.11 for content and format). This product contains information on current and projected fire weather, fire danger and resources. A copy of the form may be found on the NICC web site.

25.6 MONTHLY FIRE WEATHER / FIRE DANGER OUTLOOK

Monthly: Year-round

The Monthly Fire Weather / Fire Danger Outlook and map shall be completed by each GACC and submitted to NICC five working days prior to the end of each month. The monthly outlook will be prepared for the next month, (see Chapter 20, Section 28.12 for content and format). GACCs shall include within their narratives the following information:

1. A brief discussion of predicted general weather / fire danger for the entire Geographic Area for the reporting period.

2. A brief discussion on Geographic Area current fuel anomalies / fuel moisture conditions.

3. A brief discussion on Geographic Area predicted temperature and precipitation for the reporting period.

4. A map delineating areas of below normal, normal and above normal fire potential (relative to expected fires/acres) for the reporting period. For example, above normal fire potential means the anticipated number of fires and/or acres in the Geographic Area will exceed that normally occurring for the reporting period. Map templates may be found on the NICC web site.

25.7 SEASONAL FIRE WEATHER / FIRE DANGER OUTLOOK

Seasonal: Prior to fire season onset with mid-season update(s)

Seasonal Outlooks will be issued periodically by the GACCs, with the first report issued prior to the onset of their fire season. A minimum of one update will be completed during their fire season, or as deemed necessary. The NICC staff will assist GACCs with seasonal assessments as needed.

25.8 NATIONAL WILDLAND FIRE OUTLOOK

Monthly Outlook: Year-round
Seasonal Outlook: As needed

The Monthly National Wildland Fire Outlook Report is prepared and distributed by NICC on the first day of each month and is compiled from the GACCs Monthly Fire Weather / Fire Danger Outlook. This report consists of a national map delineating areas of below normal, normal and above normal fire potential along with a narrative for each Geographic Area. Similarly, National Wildland Fire Outlooks will be issued seasonally as needed and utilize information from GACC Predictive Services as well as other sources of weather and fire danger data.

26 NATIONAL FIRE PREPAREDNESS PLAN

National Preparedness Levels are established by the NMAC at NIFC throughout the calendar year. Preparedness levels are dictated by burning conditions, fire activity and resource availability. Resource availability is the area of most concern. Situations and activities described within the preparedness levels consider wildland and prescribed fire.

26.1 WHY PREPAREDNESS LEVELS ARE ESTABLISHED

PURPOSE:

A. To identify the level of wildland and prescribed fire activity, severity and resource commitment nationally.

B. To identify actions to be taken by NIFC and Geographic Areas to ensure an appropriate level of preparedness/readiness for the existing and potential situation.

C. To guide and direct Geographic Area Fire Management activities when essential to ensure national preparedness or in response to the national situation.

The NICC Coordinator will monitor the national wildland and prescribed fire activity and Geographic Area Preparedness Levels and will recommend to the NMAC a National Preparedness Level. Response and support to non-fire incidents requiring a significant commitment of resources may also affect National Preparedness Levels. National Preparedness Levels will be responsive to the Homeland Security Advisory System.

National Preparedness Levels are determined from the ground up and may influence resource allocations within Geographic Areas not experiencing significant activity to ensure sufficient resources are available for the national situation.

26.2 GEOGRAPHIC AREA PREPAREDNESS LEVELS

Geographic Area Preparedness Plans should be prepared in accordance with Agency Directives. Copies of Geographic Area Plans should be forwarded to NICC.

26.3 PREPAREDNESS LEVEL DESCRIPTIONS

26.3.1 PREPAREDNESS LEVEL 1:

Description: Minimal large fire activity nationally. Most Geographic Areas have low to moderate fire danger. There is little or no commitment of national resources.

A. Management Direction/Consideration:
Agency/Geographic Areas will determine appropriate actions.

Responsibility: Agency Administrators within Geographic Areas.

26.3.2 PREPAREDNESS LEVEL 2:

Description: Several Geographic Areas are experiencing high to extreme fire danger. Wildland fire activity is increasing and large fires are occurring in one or more Geographic Areas. Minimal mobilization of resources from other Geographic Areas is occurring. The potential exists for mobilizing additional resources from other Geographic Areas.

A. Management Direction/Consideration:
Agency/Geographic Areas will determine appropriate actions.

Responsibility: Agency Administrators within Geographic Areas.

B. Management Direction/Consideration:
Daily morning briefings conducted for the NIFC Directorate.

Responsibility: NICC Coordinator.

C. Management Direction/Consideration:
Monitor Geographic Area wildland and prescribed fire status, resource commitments and preparedness levels.

Responsibility: NICC Coordinator, Geographic Area Coordinators.

26.3.3 PREPAREDNESS LEVEL 3:

Description: Two or more Geographic Areas are experiencing wildland or prescribed fire activities requiring a major commitment of national resources. Additional resources are being ordered and mobilized through NICC. Incident Management Teams are committed in two or more Geographic Areas, or 275 crews are committed nationally.

A. Management Direction/Consideration:
Agency/Geographic Areas monitor WFU, prescribed fire activities, and suppression requirements to maximize efficient resource utilization for identified priorities.

Responsibility: Agency Administrators within Geographic Areas.

B. Management Direction/Consideration:
Ensure agency fire qualified personnel are available for fire assignments.

Responsibility: Agency Administrators within Geographic Areas.

C. Management Direction/Consideration:
Daily morning briefings conducted for the NIFC Directorate.

Responsibility: NICC Coordinator.

D. Management Direction/Consideration:
Coordinate the prepositioning of national resources as appropriate.

Responsibility: NICC Coordinator.

E. Management Direction/Consideration
Consider requesting Severity Funds to strengthen fire preparedness capability (scarce national resources).

Responsibility: NICC Coordinator.

F. Management Direction/Consideration:
Assess resource availability from Canada.

Responsibility: NMAC.

G. Management Direction/Consideration:
Monitor critical Fire Cache Supply Inventories and provide appropriate direction to Geographic Areas.

Responsibility: NMAC.

H. Management Direction/Consideration:
Geographic Areas provide NICC with timely intelligence on existing and emerging situations.

Responsibility: Geographic Area Coordinators.

I. Management Direction/Consideration:
AMD and FS Aviation inspect all Type 1 and Type 2 helicopters.

Responsibility: National Aviation Officer, FS and Director, AMD.

J. Management Direction/Consideration
Advise the military of the need for a Defense Coordinating Officer (DCO) to be assigned to NIFC.

Responsibility: NICC Coordinator.

K. Management Direction/Consideration:
Evaluate the need to activate the National Interagency Support Cache Coordinator, at NICC.

Responsibility: NICC Coordinator, National Interagency Support Cache Managers.

26.3.4 PREPAREDNESS LEVEL 4:

Description: Two or more Geographic Areas are experiencing incidents requiring Type 1 Teams. Competition exists for resources between Geographic Areas. When 425 crews or five Type 1 Teams are committed nationally.

A. Management Direction/Consideration:
Establish MAC Group at NIFC and conduct MAC Group Meetings daily.

Responsibility: NMAC.

B. Management Direction/Consideration:
WFU and prescribed fire application can be continued or be initiated if the proposed action is approved by an agency at the regional or state office level. This approval must be based on an assessment of risk, impacts of the proposed actions on area resources and activities and include feedback from the GMAC. The GMAC provides information or perspectives to agencies wishing to proceed with or implement a WFU or prescribed fire application. The final decision to implement resides with the implementing agency.

Responsibility: Agency Administrators, regional and state office.

C. Management Direction/Consideration:
Establish IR Coordinator position at NICC, as appropriate.

Responsibility: NICC Coordinator.

D. Management Direction/Consideration:
Allocate/preposition national resources.

Responsibility: NMAC.

E. Management Direction/Consideration:
Train additional emergency firefighters as may be appropriate.

Responsibility: Agency Administrators within Geographic Areas.

F. Management Direction/Consideration:
Coordinate "off-site" training of emergency firefighters with Geographic Areas.

Responsibility: NMAC Coordinator.

G. Management Direction/Consideration:
Encourage: (1) assignment of Communications Frequency Managers and Aviation Specialists to all complex multiple incidents; (2) activation of MAC Group as may be appropriate.

Responsibility: Agency Administrators within Geographic Areas.

H. Management Direction/Consideration:
Geographic Areas provide NICC with fire priorities and other pertinent information at [0300 and 1700 daily].

Responsibility: Agency Administrators within Geographic Areas.

I. Management Direction/Consideration:
Implement Military Training Plan. Assemble Training Cadre for training military.

Responsibility: NMAC Coordinator.

J. Management Direction/Consideration:
AMD and FS Aviation contract, award, and inspect additional CWN Type 1 and Type 2 helicopters.

Responsibility: National Aviation Officer, FS and Director, AMD.

K. Management Direction/Consideration:
Activate the National Interagency Aviation Coordinator position.

Responsibility: National Agency Aviation Offices - FS, BLM, AMD.

L. Management Direction/Consideration:
Activate the National Interagency Support Cache Coordinator position at NICC.

Responsibility: NICC Coordinator.

26.3.5 PREPAREDNESS LEVEL 5:

Description: Several Geographic Areas are experiencing major incidents which have the potential to exhaust all agency fire resources. When 550 crews are committed nationally.

A. Management Direction/Consideration:
Continue with National Preparedness Level 4 activities.

Responsibility: NMAC Coordinator.

B. Management Direction/Consideration:
Request Canadian Liaison for the NMAC.

Responsibility: NMAC Coordinator.

C. Management Direction/Consideration:
Add Coordinator position at NICC to coordinate military mobilizations.

Responsibility: NMAC Coordinator.

D. Management Direction/Consideration:
WFU and prescribed fire application can be continued or be initiated if the proposed action is recommended at the regional or state level. The national agency representative will assess risk and impacts of the proposed actions and discuss with NMAC. This group will have an opportunity to provide information or perspectives to agencies wishing to proceed with or implement a WFU or prescribed fire application. The final decision to implement resides with the implementing agency.

Responsibility: Agency Administrators, regional and state office fire staff, NIFC staff and NMAC.

E. Management Direction/Consideration:
Prepare Geographic Area evaluation/assessment of current and projected fire situation when requested by the NMAC.

Responsibility: GMACs.

F. Management Direction/Consideration:
When requested by the NMAC, make available and incorporate project equipment into the NFES Fire Cache System.

Responsibility: GMACs.

26.3.6 PREPAREDNESS LEVEL 5 TO 4:

Description: Competition for resources has significantly decreased. No critical fire weather events are forecasted for the next 24 hours and moderating weather conditions are forecast for the next three to five days.

26.3.7 PREPAREDNESS LEVEL 4 TO 3:

Description: Significant demobilization is occurring. Crews are being released daily and sent to home units. One hundred rested crews are available for new fires. All military resources have been released. Moderating conditions are forecasted for the next 24 hours and higher humidity and lower temperatures are forecast for the major fire areas.

26.3.8 PREPAREDNESS LEVEL 3 TO 2:

Description: The majority of large fires are contained. Initial attack resources are again available. Geographic Area crew availability is at or above the 50% level. There is no competition for resources between Geographic Areas. Large fire areas are expected to receive precipitation with associated higher humidity and lower temperatures.

26.4 NATIONAL MULTI-AGENCY COORDINATING GROUP (MAC) DECISIONS

All NMAC decisions affecting Geographic Areas and/or providing management guidance will be documented on the NICC web page, located at the following web site: http://www.nifc.gov/news/nmac2/index.html. Additional information may be required from Geographic Areas and Coordinating Groups in order to effectively develop strategy.

26.5 FOLLOW-UP EVALUATION

The NMAC Coordinator will document decisions and their results and will report to the NMAC during subsequent meetings.

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27 MOBILIZATION PROCEDURES FOR MILITARY ASSETS AND INTERNATIONAL ASSIGNMENTS

It is advisable that units and field level users intending to order and utilize military resources obtain copies of the Military Use Handbook, NFES 2175.

27.1 ESTABLISHED RESOURCE ORDERING PROCESS

The established resource ordering process will be utilized, including standard resource order format.

A. NICC will determine if all available civilian resources are committed.

B. The resource order will be passed back to the Geographic Area indicating that military assets are the only available resources and estimated time frames for delivery.

C. The resource order will be passed back from the Geographic Area to the ordering unit dispatch center, indicating military assets are the only available resources and estimated time frames for delivery.

D. The resource order will be passed back from the ordering unit dispatch center to the incident indicating military assets are the only available resource and estimated time frames for delivery. It may be necessary for the unit dispatcher to redeploy civilian crews to insure military units are kept intact by deploying a minimum of one battalion to the same incident.

E. The incident must reorder the military assets on a resource order in the following manner:

1. Crews: Will be ordered by battalion (25 crews). Each battalion will have one "C" request number. Each battalion will initially be deployed to the same incident.

2. Each resource order for crews will be accompanied by "O" requests for:

1 Battalion Military Liaison (BNML)
1 Deputy BNML
4 Strike Team Leaders-Military (STLM) (Strike Team Leader qualified),
28 Military Crew Advisors (MCAD) (Minimum Crew Boss qualified) which will accompany the military firefighters through training and remain committed throughout the assignment (30-33 days).

3. Aviation: Aviation support will be ordered by required missions. It should be noted that military aviation resources when compared to civilian resources, are restricted in mission capability.

Each group of missions will have its own "A" request number. Each resource order will specify the following information:

a. Pounds of external cargo per day.

b. Number of PAX per day.

c. Hours of water bucket missions per day.

d. Pounds of internal cargo per day.

e. Estimation of aircraft needed.

f. Aviation communication needs.

4. Helicopter Modules/Managers:

a. Blackhawk (UH-60) helicopters require one helicopter manager for each aircraft.

b. Chinook (CH-47) helicopters require one helicopter manager per aircraft for water bucket missions; or one manager and two crewmembers during passenger and/or cargo missions.

c. Civilian military helicopter managers should not be assigned to military Command/Control aircraft **unless** civilian firefighters are being transported.

5. Vehicles: Vehicles will be ordered by required missions. Each group of missions will have its own "E" request number.

a. Number of passengers per day.

b. Pounds of cargo per day.

F. The resource order will then be passed from the incident through established ordering channels to NICC. NICC will certify no civilian assets are available, and then forward the resource order to the appropriate Continental United States Military Headquarters.

G. NICC will provide the following items:

1. Air transportation, if needed, from installation to the jetport closest to the incident.

2. Five kits of programmable handheld radios which will be mobilized with the battalion.

H. The incident, on a separate request number, must order enough support equipment, caterers, showers, transportation and hand tools to equip the military (500-600 firefighters and support personnel). The incident will need to supply diesel fuel for ground vehicles and fuel for aviation assets. All firefighting personnel will come equipped with PPE.

27.2 CIVILIAN SUPPORT

All other civilian support requested specifically by the military at the incident will follow established ordering procedures.

27.3 DEMOBILIZATION PROCEDURES

Procedures will be reversed, however a lead time of 72 hours will be needed to release military firefighters. NICC will release assets to the military and normally provide air transport from the nearest airport. The incident should be prepared to provide ground transportation to the airport. All tools, PPE and other firefighting issued equipment need to be collected at the incident prior to demobilization.

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27.4 INTERNATIONAL OPERATIONS

27.4.1 CANADA

Mobilizations involving the United States and Canada are governed and directed by the diplomatic note, Reciprocal Forest Fire Fighting Arrangement Operational Guidelines, and by local initial attack agreements.

Requests to Canadian agencies will normally be made after USA resources are depleted, shortages are projected, or reasonable time frames cannot be met. All requests for use of Canadian Resources must be ordered through NICC, except for local mutual aid that does not include provisions for any reimbursement. The USA may request airtankers from Canada only after all available contract, add-on, and MAFFS aircraft have been mobilized. The USA may request helicopters from Canada after all available contract and CWN helicopters have been mobilized.

27.4.2 AUSTRALIA AND NEW ZEALAND

Mobilizations involving the United States, Australia and New Zealand are coordinated through NICC and are defined in the Wildfire Arrangements between the Department of the Interior and Department of Agriculture of the United States and the Australian and New Zealand Participating Agencies and in the Annual Operating Plan for these Arrangements. Requests to Australian and New Zealand participating agencies will normally be made after USA resources are depleted, shortages are projected or reasonable time frames cannot be met.

27.4.3 MEXICO

Mobilization involving the United States and Mexico for fires within ten miles either side of the U.S. - Mexico border are defined in the Wildfire Protection Agreement Between the Department of the Interior and the Department of Agriculture of the United States of America and the Secretariat of Environment, Natural Resources, and Fisheries of the United Mexican States for the Common Border.

Mobilizing USA resources for suppression assistance within Mexico beyond the ten mile zone, must be approved and coordinated by NICC, be authorized for reimbursement by the U.S. Agency for International Development's Office of Foreign Disaster Assistance, and be received by NICC through a request from the U.S. Forest Service's Disaster Assistance Support Program (see Chapter 10, Section 12.1.2).

27.4.4 SUPPORT TO OTHER NATIONS FOR LARGE SCALE MOBILIZATIONS

Large scale mobilizations for reimbursable direct support to disasters (fires or all-risk) in other nations are based on requests received through the Forest Service International Program's Disaster Assistance Support Program

(DASP). DASP responds to requests from the U.S. Agency for International Development's Office of Foreign Disaster Assistance (OFDA). OFDA works closely with U.S. Ambassadors in foreign countries who must determine if an incident in a foreign country warrants U.S. involvement. If the Ambassador does feel the incident is beyond the capability of the affected government, the affected government has requested the assistance and it is in the best interest of the U.S. Government to assist, the Ambassador can "declare" a disaster. That declaration is the activation mechanism for U.S. support. If that support would include resources available through the land management agencies, OFDA would go to DASP who would place requests through NICC.

Small scale requests for disaster assistance or technical assistance are coordinated directly by DASP through the home units of the requested individuals.

More information concerning the mission of OFDA and how it organizes and responds to international disasters can be found in OFDA's Field Operations Guide for Disaster Assessment and Response (FOG). The FOG can be located at the following website: http://www.usaid.gov/hum_response/ofda

More information on DASP is located at: http//:www.fs.fed.us/global.

28 DISPATCH FORMS

28.1 **RESOURCE ORDER** (Exhibit 1).

28.2 **FOOD SERVICE REQUEST** (Exhibit 2).

28.3 **PASSENGER AND CARGO MANIFEST** (Exhibit 3).

28.4 **AIRCRAFT FLIGHT REQUEST/SCHEDULE** (Exhibit 4).

28.5 **INFRARED AIRCRAFT SCANNER REQUEST** (Exhibit 5).

28.6 **FAA TEMPORARY TOWER REQUEST** (Exhibit 6).

28.7 **PREPAREDNESS/DETAIL REQUEST** (Exhibit 7).

28.8 **INCIDENT INTELLIGENCE SUMMARY (ICS-209)** (Exhibit 8).

28.9 **INCIDENT MANAGEMENT SITUATION WEATHER OUTLOOK** (Exhibit 9).

28.10 **WILDLAND FIRE ENTRAPMENT/FATALITY** (Exhibit 10).

28.11 **WEEKLY WILDLAND FIRE WEATHER / FIRE DANGER OUTLOOK** (Exhibit 11).

28.12 **MONTHLY WILDLAND FIRE WEATHER / FIRE DANGER OUTLOOK** (Exhibit 12).

28.13 **DOCUMENTATION OF LENGTH OF ASSIGNMENT EXTENTION REQUIREMENTS** (Exhibit 13).

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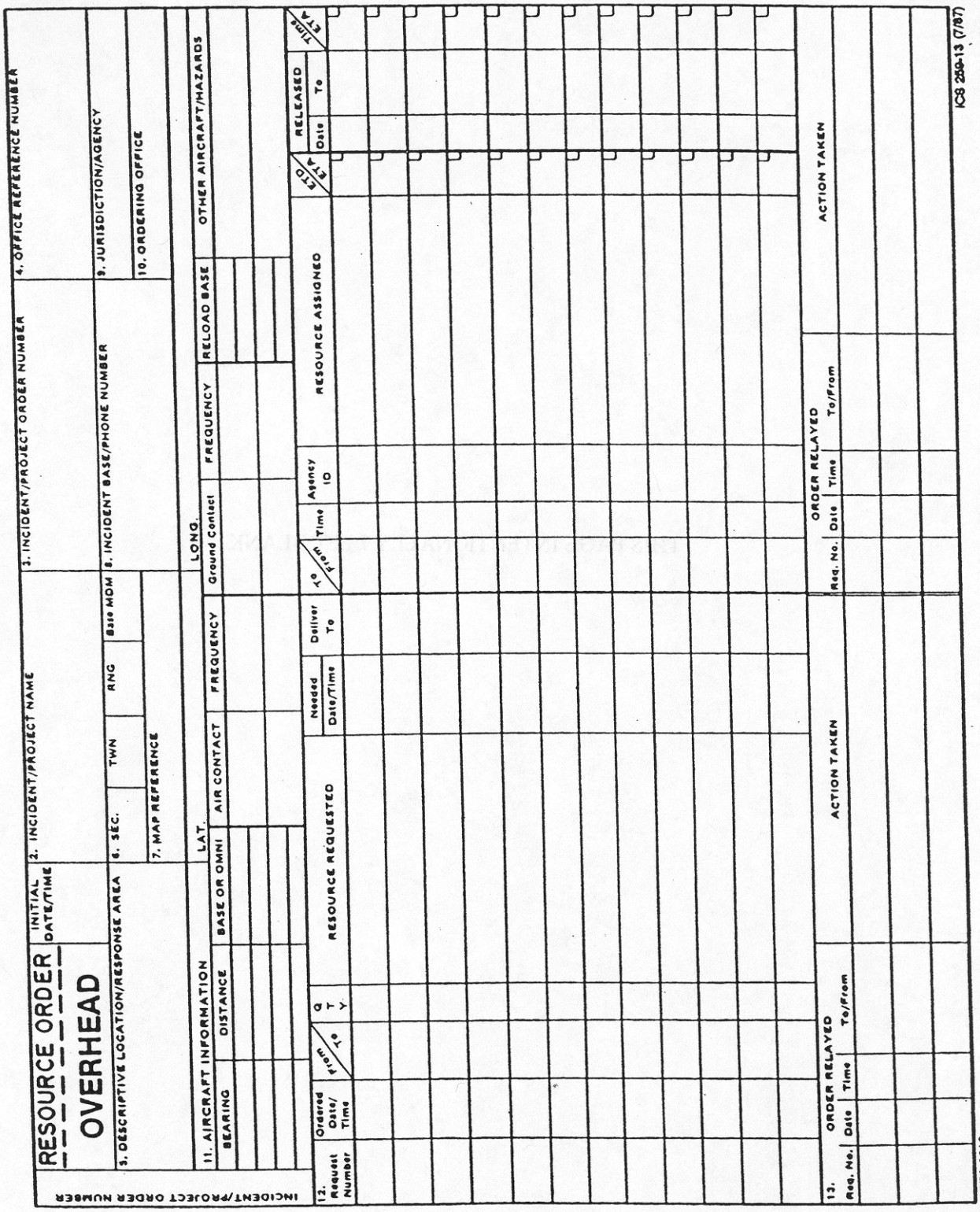
RESOURCE ORDER
OVERHEAD
INITIAL DATE/TIME
2. INCIDENT/PROJECT NAME
3. INCIDENT/PROJECT ORDER NUMBER
4. OFFICE REFERENCE NUMBER
5. DESCRIPTIVE LOCATION/RESPONSE AREA
6. SEC.
TWN
RNG
Base MDM
7. MAP REFERENCE
8. INCIDENT BASE/PHONE NUMBER
9. JURISDICTION/AGENCY
10. ORDERING OFFICE
INCIDENT/PROJECT ORDER NUMBER
11. AIRCRAFT INFORMATION
LAT.
LONG.
BEARING
DISTANCE
BASE OR OMNI
AIR CONTACT
FREQUENCY
Ground Contact
FREQUENCY
RELOAD BASE
OTHER AIRCRAFT/HAZARDS
12. Request Number
Ordered Date/ Time
From/ To
Q T Y
RESOURCE REQUESTED
Needed Date/Time
Deliver To
To/ From
RESOURCE ASSIGNED
Time
Agency ID
STOP
ETA
RELEASED
Date
To
ETA
13. ORDER RELAYED
Req. No.
Date
Time
To/From
ACTION TAKEN
ORDER RELAYED
ACTION TAKEN
NFES 2213
ICS 259-13 (7/87)

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FOOD SERVICE REQUEST

Incident Name_____ Management/Fiscal Code_____

Resource Order No._____ Request No._____ Date_____

Number of Meals

1. Date of first meal_____Time of first meal_____

2. Estimated number for the first three meals (minimum guarantee is based on these estimates):

1st Meal _____	[ ] Breakfast	[ ] Sack Lunch	[ ] Dinner
2nd Meal _____	[ ] Breakfast	[ ] Sack Lunch	[ ] Dinner
3rd Meal _____	[ ] Breakfast	[ ] Sack Lunch	[ ] Dinner

II. Location

Reporting location_____

Contact person_____

Contracting Officer's Technical Representative_____

III. Support Information for Contractors

Nearest potable water_____

The benefiting unit is responsible for providing the following services:

1. Potable water 2. Gray water pumper 3. Department of Health notified (optional)

Incidents requesting potable water tenders, gray water tenders, or refrigerated storage vans must assign new request numbers for each resource ordered.

IV. Estimated Duration / Needs

1. Anticipated duration of incident_____

2. Number of personnel at peak of incident_____

3. Spike Camps? [ ] No [ ] Yes Number_____ No. of meals per camp per day_____

V. Additional Information

Contact_____ Telephone_____

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28.3 PASSENGER AND CARGO MANIFEST

EXHIBIT 3
Page 1 of 1

STANDARD FORM 245 (4-77) Prescribed by USDA FSM 5716 USDA SUPP 5716.16	PASSENGER AND CARGO MANIFEST	NO OF PASSENGERS ON THIS PAGE _____	PAGE ____ OF ____
ORDERING UNIT	PROJECT NAME	PROJECT NO.	
NAME OF CARRIER	MODE OF TRANSPORTATION & I.D. NO.	PILOT OR DRIVER	
CHIEF OF PARTY	REPORT TO:	IF DELAYED, CONTACT	

DEPARTURE		INTERMEDIATE STOPS			DESTINATION	
PLACE	ETD	ETA	PLACE	ETD	ETA	PLACE

PASSENGER AND OR CARGO NAME	M	F	PASSENGER WEIGHT	CARGO WEIGHT	DUTY ASGMT. IF APPLICABLE	HOME UNIT
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						

SIGNATURE OF AUTHORIZED REPRESENTATIVE | DATE

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EXHIBIT 4
Page 1 of 2

Form 9400-14
(May 1995)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
AIRCRAFT FLIGHT REQUEST/SCHEDULE

Change #

6. Aircraft Information
FAA N#

1. Initial request information — Cost-Account/Management Code(s) — Billee Code (OAS A/C only) — Flight Schedule No. — PAX Seats
Initial Date/Time — Tel/Fax — Phone Number — Make/Model — Color — Vendor — Phone No. — Pilot(s)

Check one: ☐ Point-to-Point Flight ☐ Mission Flight — Desired A/C Type: ☐ Helicopter ☐ Airplane

Mission Objective/Special Needs:

2. Passenger/Cargo Information - Indicate Chief of Party with an asterisk (*)

NAME/TYPE OF CARGO	LBS OR CU FT	PROJECT ORDER/ REQUEST NO.	DEPT A/PT	DEST A/PT	RETURN TO	NAME/TYPE OF CARGO	LBS OR CU FT	PROJECT ORDER/ REQUEST NO.	DEPT A/PT	DEST A/PT	RETURN TO

3. Flight Itinerary (For Mission-Type Flights, Provide Point of Departure/Arrival and Attach Map with Detailed Flight Route and Known Hazards Indicated)

DEPART WITH			DEPART FROM		ENROUTE		ARRIVE AT			DROP OFF		KEY POINTS	INFO RELAYED	
Date	No. Pax	Lbs.	Airport/Place	ETD	ATD	ETE	Airport/Place	ETA	ATA	No. Pax	Lbs.	Drop-Off Points, Refueling Stops, Flight Check-ins, Pickup Points	Tel/Fax	
						+								
						+								
						+								
						+								
						+								
						+								

4. Flight Following
☐ FAA IFR ☐ Satellite
☐ FAA VFR With Check-in Every _____ Minutes To
☐ FAA or ☐ Agency
☐ Agency VFR With Check-in via radio Every _____ Minutes
Frequency(ies):

5. Method of Resource Tracking:
☐ Phone ☐ Radio
☐ To Scheduling Dispatcher @ _____ (Phone Number)
☐ Prior to Takeoff ☐ Each Stop Enroute ☐ Arrival at Destination
☐ To: _____ (Other Office) @ _____ (Phone Number)

7. Administrative
Type of Payment Document:
☐ OAS-23 or ☐ OAS 2
☐ FS 6500-122
Other:
Route Document To:

8. Review (If applicable)
☐ Hazard Analysis Performed
☐ Dispatch/Aviation Mgt. Checklist
☐ Other:

9. Close-out — Closed by: — Date/Time:

HAZARD ANALYSIS AND DISPATCH/AVIATION MANAGER CHECKLIST

I. MISSION FLIGHT HAZARD ANALYSIS (Fire flights exempt provided a pre-approved plan is in place). The following potential hazards in the area of operations have been checked, have been identified on flight itinerary map, and will be reviewed with Pilot and Chief-of-Party prior to flight:

- ☐ Military Training Routes (MTRs) or Special-Use Airspace (MOAs, Restricted Areas, etc.)
- ☐ Areas of high-density air traffic (airports); Commercial or other aircraft
- ☐ Wires/transmission lines; wires along rivers or streams or across canyons
- ☐ Weather factors: wind, thunderstorms, etc.
- ☐ Towers and bridges
- ☐ Other aerial obstructions:
- ☐ Pilot flight time/duty day limitations and daylight/darkness factors
  - SUNRISE _____
  - SUNSET _____
- ☐ Limited flight following communications
- ☐ High elevations, temperatures, and weights:
  - MAX LANDING ELEV (MSL) _____
  - MIN FLIGHT ALTITUDE AGL _____
- ☐ Transport of hazardous materials
- ☐ Other _____

II. DISPATCHER/AVIATION MANAGEMENT CHECKLIST

- ☐ Pilot and aircraft carding checked with source list and vendor, carding meets requirements
- ☐ OR, Necessary approvals have been obtained for use of uncarded cooperator, military, or other-government agency aircraft and pilots
- ☐ Check with vendor that an aircraft with sufficient capability to perform mission safely has been scheduled
- ☐ Qualified Aircraft Chief-of-Party has been assigned to the flight (noted on reverse)
- ☐ All DOI passengers have received required aircraft safety training;
- ☐ OR, Aviation manager will present detailed safety briefing prior to departure
- ☐ Bureau Aircraft Chief-of-Party will be furnished with Chief-of-Party/Pilot checklist and is aware of its use
- ☐ Means of flight following and resource tracking requirements have been identified
- ☐ Flight following has been arranged with another unit if flight crosses jurisdictional boundaries and communications cannot be maintained
- ☐ Flight hazard maps have been supplied to Chief-of-Party for non-fire low-level missions
- ☐ Procedures for deconfliction of Military Training Routes and Special-Use Airspace have been taken
- ☐ Chief-of-Party is aware of PPE requirements
- ☐ Cost analysis has been completed and is attached
- ☐ Other/Remarks:

III. APPROVALS

NOTE: Reference Handbook 9420 for approval(s) required.

A. MISSION FLIGHT: Hazard Analysis Performed By:

_____
(Chief-of-Party Signature)

B. MISSION FLIGHTS: Hazard Analysis Reviewed By:

_____
(Dispatcher or Aviation Manager Signature Required)

C. If Non-Fire, One-Time (Non-Recurring), Special-Use Mission, Signature of Line Manager is Required**:

_____ _____
(Line Manager Signature) (Date)

D. This Flight is Approved By:

_____ _____
(Authorized Signature) (Date)

***For recurring Special-Use Mission, signature is required on Special-Use Air Safety Plan, and not required here.*

P#_____

INFRARED AIRCRAFT SCANNER REQUEST

DATE OF ORDER:_____ TIME OF ORDER:_____

INCIDENT NAME:_____ NUMBER:_____

ORDERING UNIT:_____ TELEPHONE#( )_____

LOCAL DISPATCH:_____ TELEPHONE#( )_____

REGIONAL COORD. CENTER:_____ TELEPHONE#( )_____

NATIONAL IR COORD.:_____ TELEPHONE# (208) 387-5400

(NAME) FAX# (208) 387-5663

IR FIELD SPECIALIST:_____ TELEPHONE#( )_____

FAX#( )_____

IR INTERPRETER ORDERED: YES___ NO___

IR INTERPRETER:_____ TELEPHONE#( )_____

FAX#: ( )_____ AND NAME OF MOTEL/HOTEL:_____

INCIDENT LOCATION FROM TWO VOR'S: _____

(MAGNETIC HEADING AND NAUTICAL MILES)

ELEVATION: _____ APPROXIMATE SIZE _____

(INCIDENT)

WEATHER AT INCIDENT: _____

DELIVERY POINT:_____ TIME: _____

(TOWN & AIRPORT)

WEATHER AT DELIVER POINT: _____

ALTERNATE DELIVERY POINT: _____

RADIO FREQ'S - LOCAL ADMIN. UNIT: _____ TONE: _____ Mhz.

AIR ATTACK SUPV: _____ Mhz.

REMARKS: _____

_____

_____

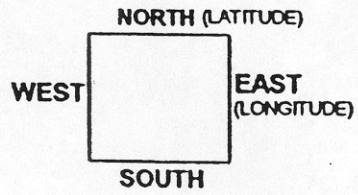
INFORMATION NEEDED FOR EACH MISSION

NORTH: _____

SOUTH: _____

EAST: _____

WEST: _____



INSTRUCTIONS:

1/ WRITE FULL DEGREES, MINUTES, AND SECONDS, FOR EACH SIDE OF THE BOX.
2/ USE AREA CODES ON ALL PHONE AND FAX NUMBERS
3/ COMPLETE ALL INFORMATION BLOCKS. WRITE LARGE AND LEGIBLE CHARACTERS.
4/ ADD ADDITIONAL PAGES FOR COMPLEXES WITH MORE THAN ONE BOX.

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TEMPORARY TOWER REQUEST FORM

(Note - this form should be used in conjunction with the checklists located in Chapter 11 of the Interagency Airspace Coordination Guide (www.fs.fed.us/r6/fire/aviation/airspace). Please attach this form to the Resource Order and forward both forms to the appropriate FAA Regional Operations Center (ROC), through established ordering channels.

I. GENERAL INFORMATION:

Incident Name _____ Management/Fiscal Code _____
Resource Order Number _____ Request Number _____ Date _____

II. POINTS OF CONTACT

	Name/Agency	Telephone
Ordering Unit		
Air Ops/Air Support		
Local or Expanded Dispatch		
Geographic Area Coordination Ctr		
National Interagency Coordination Ctr		
FAA POC at ROC		

Name / Phone Number of Airport Owner / Operator _____
Has the Airport Owner been notified? YES NO
Requested Operational Hours: _____
Estimated Length of Duration: _____

III. SUPPORT INFORMATION

Closest City/Town _____ State _____
Where is the proposed location of the temporary tower (Select one or explain):
Airport Name & FAA Code _____ Helibase _____
Incident Command Post _____ Other _____

Is a facility available on site for use as a tower (Select one or explain)?
FBO Site/Room rental/etc _____ Rental Trailer _____
Facility to be built on site _____ Other _____
Conditions to expect for overnight at site: Camp _____ Hotel _____

Is a vehicle (Gov't or rental) available for tower personnel? YES NO
Please attach detailed driving directions to the reporting site
Note Road closures, hazardous conditions, easiest route of travel, etc

IV. EQUIPMENT SURVEY - Refer to Chapter 11 checklist / Interagency Airspace Coordination Guide

What equipment do you currently have (radios, etc) for use by tower personnel?

What equipment do you need? (radios, etc)

Have you completed an inventory of equipment?

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PREPAREDNESS/DETAIL REQUEST

ATTACHMENT TO RESOURCE ORDER NUMBER: _____ REQ. NO(S): _____

1. POSITIONS(S): _____ NUMBER OF PERSONS REQUESTED: ____
2. MINIMUM "RED CARD" RATING: _____
3. EMPLOYMENT STATUS: [ ] REGULAR FEDERAL AGENCY [ ] AD [ ] OTHER _____
4. AGENCY UNIFORM: [ ] YES [ ] NO -- FIRE RESISTANT CLOTHING: [ ] YES [ ] NO
5. DRIVERS LICENSE NEEDED: [ ] YES [ ] NO -- ENDORSEMENT: _____
6. GOVERNMENT VEHICLE: [ ] YES [ ] NO -- TYPE: _____
7. PRIVATE VEHICLES AUTHORIZED: [ ] YES [ ] NO - NUMBER: _____
8. RADIOS NEEDED: [ ] YES [ ] NO -- TYPE: _____ NUMBER: _____
9. REQUESTING UNIT'S ELECTRONIC TECHNICIAN'S NAME: _____
   TELEPHONE: _____
10. LENGTH OF DETAIL: _____ THROUGH _____ INCLUDING TRAVEL
11. ESTABLISHED WORKWEEK: _____ HOURS OF DUTY: _____
12. PERSONNEL MAY BE ROTATED: [ ] YES [ ] NO -- HOW OFTEN? _____
    ROTATION PAID BY: SENDING UNIT: _____ REQUESTING UNIT: _____
13. BASE SALARY PAID BY: _____
    TRAVEL PAID BY: _____ PER DIEM PAID BY: _____
14. EQUIPMENT USE MILEAGE/FOR/ETC. PAID BY: _____
15. REQUESTING UNIT'S ELECTRONIC ADDRESS: _____
16. REQUESTING UNIT'S ESTIMATED TOTAL COST: _____
17. REQUESTING UNIT'S PERSONNEL OFFICER: _____
    TELEPHONE: _____
18. REQUESTING UNIT'S B & F OFFICER: _____
    TELEPHONE: _____
19. TEMPORARY DUTY STATION: _____
    ADDRESS/P.O. BOX: _____
    TELEPHONE: _____
20. GOVERNMENT LODGING: [ ] YES [ ] NO -- MESS HALL: [ ] YES [ ] NO
    GOVERNMENT COOKING FACILITIES ONLY: [ ] YES [ ] NO
    COMMERCIAL LODGING: [ ] YES [ ] NO -- RATE: $_____ -- MEALS: [ ] YES [ ] NO
21. NEAREST COMMERCIAL AIRLINE CITY: _____
22. REMARKS: _____

Incident Intelligence Summary (ICS-209)

1: Date	2: Time	3: Initial | Update | Final	4: Incident Number	5: Incident Name

6: Incident Kind	7: Start Date Time	8: Cause	9: Incident Commander	10: IMT Type	11: State-Unit

12: County	13: Latitude and Longitude Lat: Long:	14: Short Location Description (in reference to nearest town):

Current Situation

15: Size/Area Involved	16: % Contained or MMA	17: Expected Containment Date: Time:	18: Line to Build	19: Costs to Date	20: Declared Controlled Date: Time:

21: Injuries this Reporting Period:	22: Injuries to Date:	23: Fatalities	24: Structure Information			
			Type of Structure	# Threatened	# Damaged	# Destroyed
25: Threat to Human Life/Safety: Evacuation(s) in progress ---- No evacuation(s) imminent -- Potential future threat -------- No likely threat ----------			Residence			
			Commercial Property			
			Outbuilding/Other			

26: Communities/Critical Infrastructure Threatened (in 12, 24, 48 and 72 hour time frames):

12 hours:

24 hours:

48 hours:

72 hours:

27: Critical Resource Needs (kind & amount, in priority order):
1.
2.
3.

28: Major problems and concerns (control problems, social/political/economic concerns or impacts, etc.)
Relate critical resources needs identified above to the Incident Action Plan.

28.8 INCIDENT INTELLIGENCE SUMMARY (ICS-209) Cont. EXHIBIT 8

Incident Intelligence Summary (ICS-209) Cont.

29: Resources threatened (kind(s) and value/significance):	
30: Current Weather Conditions Wind Speed: mph Temperature: Wind Direction: Relative Humidity:	31: Resource benefits/objectives (for prescribed/wildland fire use only):
32: Fuels/Materials Involved: A drop down box with the 13 Fire Behavior Fuel Models has been added. The incident would select the predominant fuel model with the option to include additional fuels information in the text box.	
33: Today's observed fire behavior (leave blank for non-fire events):	
34: Significant events today (closures, evacuations, significant progress made, etc.):	

Outlook

35: Estimated Control Date and Time:	36: Projected Final Size:	37: Estimated Final Cost:	38: Tomorrow's Forecasted Weather Wind Speed: mph Temperature: Wind Direction: Relative Humidity:
39: Actions planned for next operational period:			
40: Projected incident movement/spread during next operational period:			
41: For fire incidents, describe resistance to control in terms of:			
1. Growth Potential -			
2. Difficulty of Terrain -			
42: How likely is it that containment/control targets will be met, given the current resources and suppression/control strategy?			
43: Projected demobilization start date:			
44: Remarks:			

Incident Intelligence Summary (ICS-209) Cont.

45: Committed Resources

Agency	CRW1		CRW2		HEL1	HEL2	HEL3	ENGS		DOZR		WTDR	OVHD	Camp Crews	Total Personnel
	SR	ST	SR	ST	SR	SR	SR	SR	ST	SR	ST	SR	SR		
Total															

46: Cooperating and Assisting Agencies Not Listed Above:

Approval Information

47: Prepared by:	48: Approved by:	49: Sent to: by: Date: Time:

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28.9 INCIDENT MANAGEMENT SITUATION WEATHER OUTLOOK **EXHIBIT 9**
Page 1 of 1

OUTLOOK

Red Flag Warnings:

Fire Weather Watches:

Geographic Area Weather	High Temperatures	Min. Relative Humidity	Wind

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Wildland Fire Fatality and Entrapment
INITIAL REPORT

Complete this report for fire-related entrapment and/or fatalities. Timely reporting of wildland-related entrapments or fatalities is necessary for the rapid dissemination of accurate information to the fire management community. It will also allow fire safety and equipment specialists to quickly respond to these events as appropriate. This initial report does not replace agency reporting or investigative responsibilities, policies, or procedures. Immediately notify the National Interagency Coordination Center (NICC). Submit this written report within 24 hours—**even if some data are missing**—to the address given below.

NICC—National Interagency Fire Center
3833 South Development Ave.

Phone: 208-387-5400
Fax: 208-387-5414

NICC Intelligence Section
E-mail: nicc_intel@nifc.blm.gov

Submitted by:_____ Position:_____

Agency:_____ Location:_____

Phone:_____ E-mail:_____

1. General Information

- Date of event_____ Time_____
- Number of personnel involved_____
- Number of: Injuries_____ Fatalities_____
- Fire name, location, agency, etc._____

2. Fatalities

- Type of accident:
  - ❑ Aircraft
  - ❑ Natural (lightning, drowning, etc.)
  - ❑ Medical (heart, stroke, heat, etc.)
  - ❑ Struck by falling object
  - ❑ Vehicle
  - ❑ Smoke
  - ❑ Entrapment
  - ❑ Other
- Where fatality/entrapment occurred:
  - ❑ Fire site
  - ❑ Incident base
  - ❑ In transit
  - ❑ Other

Note: In the event of fatality(s), do not release name(s) until next of kin are notified.

- Employing agency_____
- Unit name_____
- Address_____
- For further information, contact_____

  Home unit address_____

  Phone_____

3. Fire-Related Information

- Fuel model_____
- Temperature_____ RH_____ Wind_____mph
- Topography_____
  _____ Slope_____%
- Fire size at the time of the incident/accident_____acres
- Incident management type at the time of the incident/accident:
  (circle one) 1 2 3 4 5
- Urban/wildland intermix? ..... ❑ Yes ❑ No
- Cause of fire: ❑ Natural ❑ Incendiary ❑ Accidental
  ❑ Unknown

4. Entrapment Information

A situation where personnel are unexpectedly caught in a fire-behavior-related, life-threatening position where escape routes or safety zones are absent, inadequate, or have been compromised. An entrapment may or may not include deployment of a fire shelter. Note: Engine and dozer burnovers also constitute entrapments.

- Brief description of the accident_____

Entrapment Description

- Person trapped ❑ With fire shelter ❑ Without fire shelter
- Burns/smoke injuries incurred while in fire shelter ..... ❑ Yes ❑ No
- Burns/smoke injuries incurred while escaping entrapment ..... ❑ Yes ❑ No
- Burns/smoke injuries incurred while fighting fire ..... ❑ Yes ❑ No
- Fire shelter performed satisfactorily ..... ❑ Yes ❑ No
- Fire shelter was available, but not used ..... ❑ Yes ❑ No

Personal Protective Equipment Used

Fire shelter ..... ❑ Yes ❑ No Gloves ..... ❑ Yes ❑ No
Protective pants ..... ❑ Yes ❑ No Boots ..... ❑ Yes ❑ No
Protective shirt ..... ❑ Yes ❑ No Goggles ... ❑ Yes ❑ No
Face/neck protection ❑ Yes ❑ No Hardhat ... ❑ Yes ❑ No

28.11 WEEKLY WILDLAND FIRE WEATHER/FIRE DANGER OUTLOOK **EXHIBIT 11**
Page 1 of 1

Weekly Fire Weather / Fire Danger Outlook For: (specify dates of 7 to 10 day period)
(Geographic Area name) Predictive Services
Issued (date)

Weather Discussion:

Day	Fire Danger	Weather

Resources:

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MONTHLY FIRE WEATHER / FIRE DANGER OUTLOOK

1. REPORTING UNIT:

2. DATE:

3. POTENTIAL FOR SERIOUS/CRITICAL FIRE PROBLEMS

THIS COMING MONTH	BELOW NORMAL		NORMAL		ABOVE NORMAL	
THIS SEASON	BELOW NORMAL		NORMAL		ABOVE NORMAL	

COMMENTS:

4. FIRE WEATHER OUTLOOK (To address the following factors)

DROUGHT CONDITIONS:

PRECIPITATION ANOMALIES AND OUTLOOK:

TEMPERATURE ANOMALIES AND OUTLOOK:

5. FUELS

FINE - GRASS STAGE	GREEN		CURED			
NEW GROWTH	SPARSE		NORMAL		ABOVE NORMAL	

LIVE FUEL MOISTURE (sage, deciduous, conifer):

1000 HOUR DEAD FUEL MOISTURE:

NORMAL/AVERAGE FUEL MOISTURE FOR THIS TIME OF YEAR:

6. AVERAGE FIRE OCCURRENCE/ACRES BURNED (to date 5 year average):

7. ACTUAL OCCURRENCE/ACRES BURNED (to date this year):

8. WRITTEN SUMMARY (The text from this summary will be used in the National Wildland Fire Outlook).

9. FIRE OUTLOOK MAP

A geographic area outline map showing areas of below normal, normal and above normal fire potential shall be submitted along with the Monthly Fire Weather / Fire Danger Outlook report. The map template can be found at:
http://www.nifc.gov/news/intell_predserv_forms/national_map.html.

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Documentation of Length of Assignment Extension Requirements

Documentation of any type of assignment extension should include the following:

I. **Name and Position/Type of Resource**:

II. **Length of Extension**:

III. **Rationale for extension (mark all that apply**)
- A. Life and Property threatened
- B. Suppression objective are close to being met
- C. Replacement resources are not available (unable to fill)
- D. Military Assignment
- E. Other: _____
  _____

IV. **A. Single Resource Recommendation**

Resource name, title and signature**:**_____

Section Chief name, title and signature: _____

OR

B. Incident Management Team/Area Command Recommendation

Operations Section Chief: _____

Planning Section Chief:_____

Finance Section Chief:_____

Logistics Section Chief:_____

V. **Approval**

_____ _____
Incident/Area Commander signature Date

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